Women's Health

Service Manual

Welch Allyn
Image Management System
for
Colposcopy

User’s Guide

8/3/1999

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SECTION 1

SYSTEM SECURITY, ACCESS AND BACKUP

For multi user locations it is recommended that only limited Supervisors on site have access to the system operating features (system setup).

The Supervisors at each venue should generally be responsible for the system activities, including access to the system by the individual operators (colposcopists) and the use of established system standards.

OPERATOR NAMES AND PASSWORDS

Supervisor Access Code

Before routine clinic operations are begun, a Unique System Password must be installed in each individual unit.

Following initial boot-up, the opening screen will appear (Fig. 1.1).

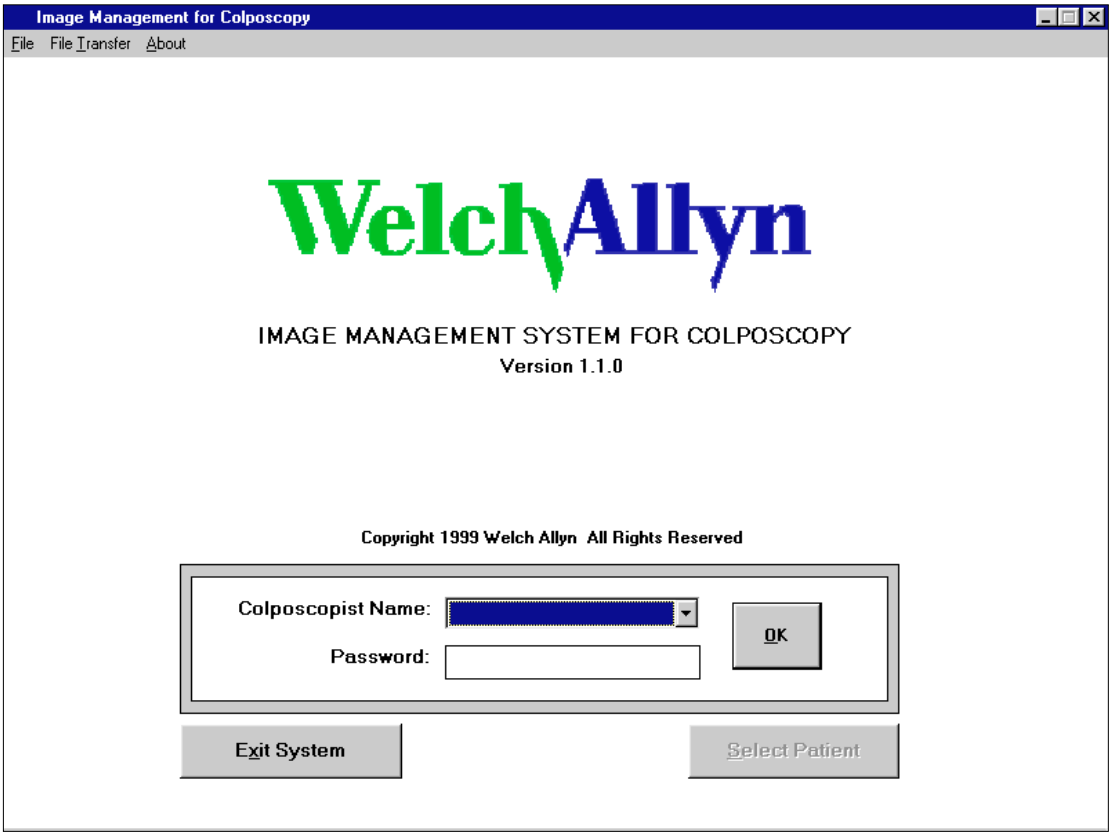

Fig. 1.1

- Click on File (immediately at the top left corner of the screen). A sic-line menu will appear. Click on System Setup. The System Setup information screen will appear (Fig. 1.2). A prompt will appear in the System Password box.

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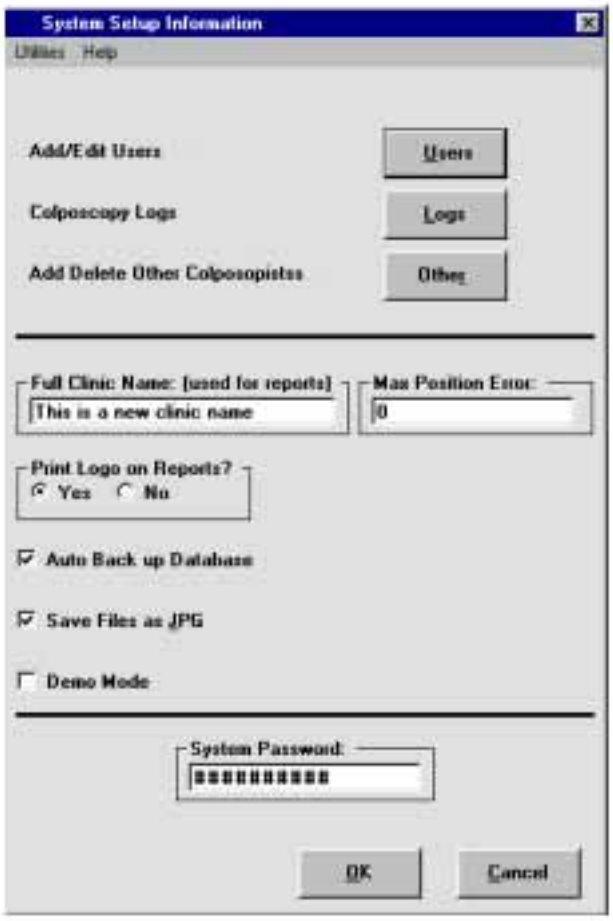
SECTION 1

SYSTEM SECURITY, ACCESS AND BACKUP

System Setup Information Screen



NOTE: Each system has been factory preset with WELCH ALLYN as the System Password. This must be replaced by the site system Supervisor with the site Unique Password

Type WELCHALLYN in the System Password Box. OK will be activated to allow access to the System Setup feature.

- Click on the Clinic Name Box and type full Clinic Name (30 characters max).
- Review the settings below and change as required.
- Click on Add/Edit Users . The User List and Passwords screen will appear (Fig. 1.3).

Fig. 1.2

Max Position Error is preset to 0.

Save files as JPG is on ✔

Verify above - correct if necessary.

NOTE: The image acquisition "snapping" feature has been factory preset to be mouse activated. To activate for manual or foot switch use, • Click on Foot Switch **O** On.

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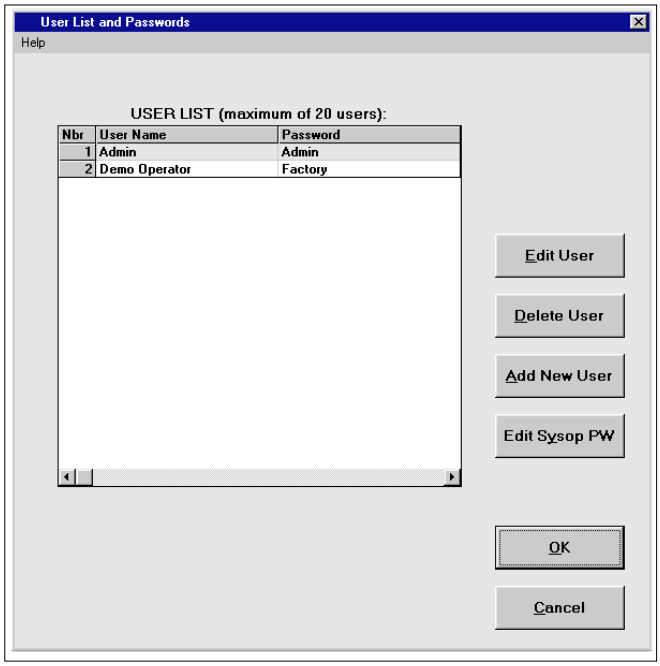
SECTION 1

SYSTEM SECURITY, ACCESS AND BACKUP

User List and Password Screen



NOTE: System must have a minimum of one installed operator at all times.

Demo operator (User) Factory (Password) is factory installed. This should be deleted when site operators are entered.

Fig. 1.3

- Click on Edit Sysop PW . The Sysop Password box will be activated including prompt followed by WELCHALLYN. Double click on WELCHALLYN to highlight. Enter **Supervisor Unique Password** (20 characters max). Click on Change .

- Click on OK . The **System Setup Information** screen will appear including the following box (Fig. 1.4).

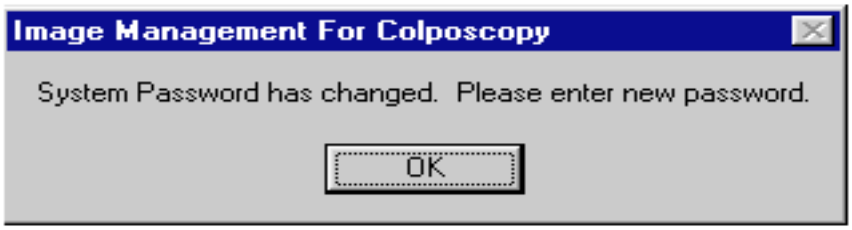


Fig. 1.4

Click on OK . A prompt will appear in the System Password box.

Enter **Supervisor unique** Password.

All feature switches will activate confirming system setup.

Supervisor unique Password <u>only</u> can now be used to gain access to the system.

- Click OK to return to the System Setup Information screen.

SECTION 1

SYSTEM SECURITY, ACCESS AND BACKUP

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Operator Access Code

Before individual operators (Colposcopists) can utilize the system, his/her name and **unique** password must be installed. These entries must be executed by the site supervisor will maintain a secure record of all user names and passwords.

Click Add/Edit Users . **User List and Passwords** screen will appear (Fig. 1. 3).

To Add a New User

- Click on Add New User . A prompt will appear in the **User Name** box.
- Enter user name (20 characters max).
- Press Tab key. A prompt will appear in the Password box.
- Enter Password (20 characters max).
- Click on Add . User name and password will be displayed on the **User List**.
- Click on OK to save New User. The **System Setup Information** screen will return.

  or
- Click on Cancel to cancel Add New User entry. The **System Setup Information** screen will return.

To Delete a User

- Click on designated User line to highlight.
- Click on Delete User . The selected user will disappear.
- Click on OK to Delete User. The **System Setup Information** screen will return.

  or
- Click on Cancel to cancel delete command. The **System Setup Information** screen will return.

To Edit/Change a User

- Click on designated User Line to highlight.
- Click on Edit User . A prompt will appear in the **User Name** box followed by designated user name. Change name as required. Press Tab key. Prompt will appear in **Password** box followed by designated user password. Change as required.
- Click on Change . Revised name and/or password will replace designated name and/or password on **User List.**
- Click on OK to change name and/or password. The **System Setup Information** screen will return.

  or
- Click on Cancel to cancel change command. The **System Setup Information** screen will return.
- Click OK to enter operating system.

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To Add/Delete Other Colposcopists

Enter the System Set up Information screen (Fig. 1.2, Page 1-2).

- Enter System Password.
- Click Add/Delete Other Colposcopists . The **Add or Delete Other Colposcopists** screen will appear (Fig. 1.5).

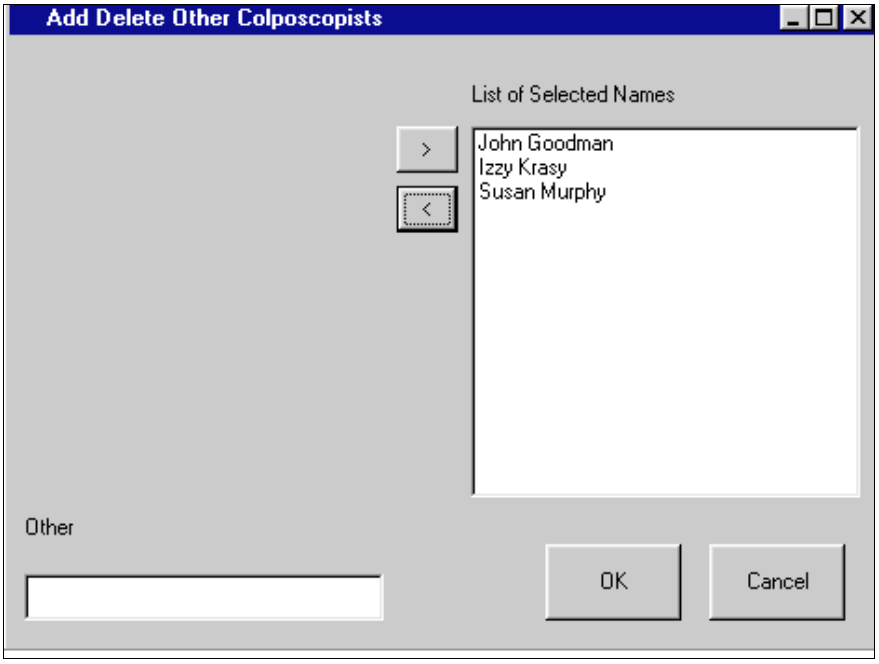

Fig. 1.5

An active cursor will appear in the New Colposcopist box.

- Type Colposcopist's name. • Click >. . The Colposcopist's name will appear at the top of the OTHER COLPOSCOPIST LIST.
- Click on OK .

To Delete Other Colposcopist(s)

Click on the Colposcopist's name to highlight. • Click <. The Colposcopist name will be removed from the list.

Click on OK .

NOTE: **Other** Colposcopists are not primary users. The use of their names will not gain access to the system. When selected for a visit (See New Visit section), the **other** colposcopist(s) name will be permanently included in the visit file (Visit Data) and also be included in all visit printed reports.

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SYSTEM BACKUP

The Welch Allyn Image Management System includes an installed and pre-programmed Colorado Tape Drive. Properly used, this feature provides **Full System Backup** of all programs and data stored in the system.

Two **formatted tapes** are included. Each has storage capacity equal to 50% more than the system resident hard drive.

The System Backup program has been preset to execute a **Full System Backup** beginning at 11:59 p.m. each day of the week. Immediately following the backup procedure, the Backup program will automatically perform a **Compare** run to verify that the files on tape match those on the system hard drive.

Depending on the amount of stored data, the **Full System Backup** routine will take from several minutes to as long as three hours. An equal amount of time is required to perform the **Compare** routine for a total of up to six hours.

Up to six hours would be required to perform the **Full System Backup/Compare** routine for 22,500 patient visits which is the approximate capacity of the Welch Allyn Imagement Management System (before expansion). Fewer than 22,500 visits will require proportionally less time (i.e., 1,000 visits will require 18 minutes, etc.).

To initiate the Backup feature, insert a tape into the tape drive. (It will not enter completely.) A green indicator light will illuminate verifying proper insertion. The drive will emit sounds for approximately one minute indicating that the tape is being properly set.

The **Backup** feature will automatically begin to execute a **Full System Backup/Compare** routine at 11:59 p.m. each day.

- Remove the tape every morning before starting the Welch Allyn Image Management System and store it in a secure place (preferably a fireproof vault on or off premises).

- Insert the other tape. This tape will be used to execute the Full System Backup/Compare routine at 11:59 p.m. that evening.

The Full System Backup will overwrite all data on the tape.

- Continue to repeat the tape replacement procedure every morning alternating between the two tapes.

NOTE: The Welch Allyn Image Management System must be left ON for the backup feature to operate.

At the end of daily use, Enter the Welch Allyn Imagement Management System opening screen and leave the system in this mode.

Automatic Power saver features have been installed to minimize power usage during idle periods.

The screen saver feature will automatically activate after a few minutes of monitor non-use -- or the monitor can be turned off. Closing the monitor will not affect the backup feature.

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SECTION 1

SYSTEM SECURITY, ACCESS AND BACKUP

To Change the time or days schedule:

- Click Exit System on the Welch Allyn Image Management System opening screen.

- Click on the Scheduler icon at the bottom right hand side of the screen -- next to the clock (Fig. 1.6).

Fig. 1.6

The Colorado Scheduler window will appear (Fig. 1.7).

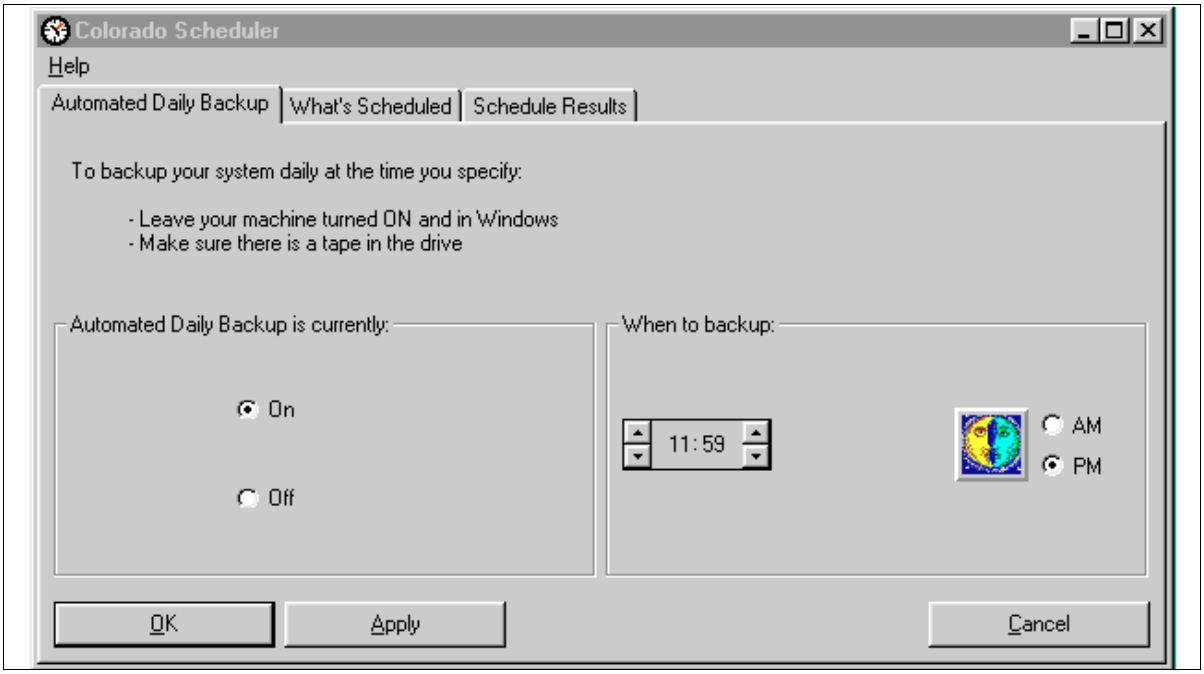

Fig. 1.7

The **Automated Daily Backup** page should indicate that the Automated Daily Backup is currently ⊙ On.

The **When to backup** time should show 11:59 , ⊙ PM.

- Click OK to return to the Operating System.

  or

Click here to return to the Table of Contents

To Change the time or days schedule

- Click What's Scheduled . The What's Scheduled page will appear (Fig. 1.8).

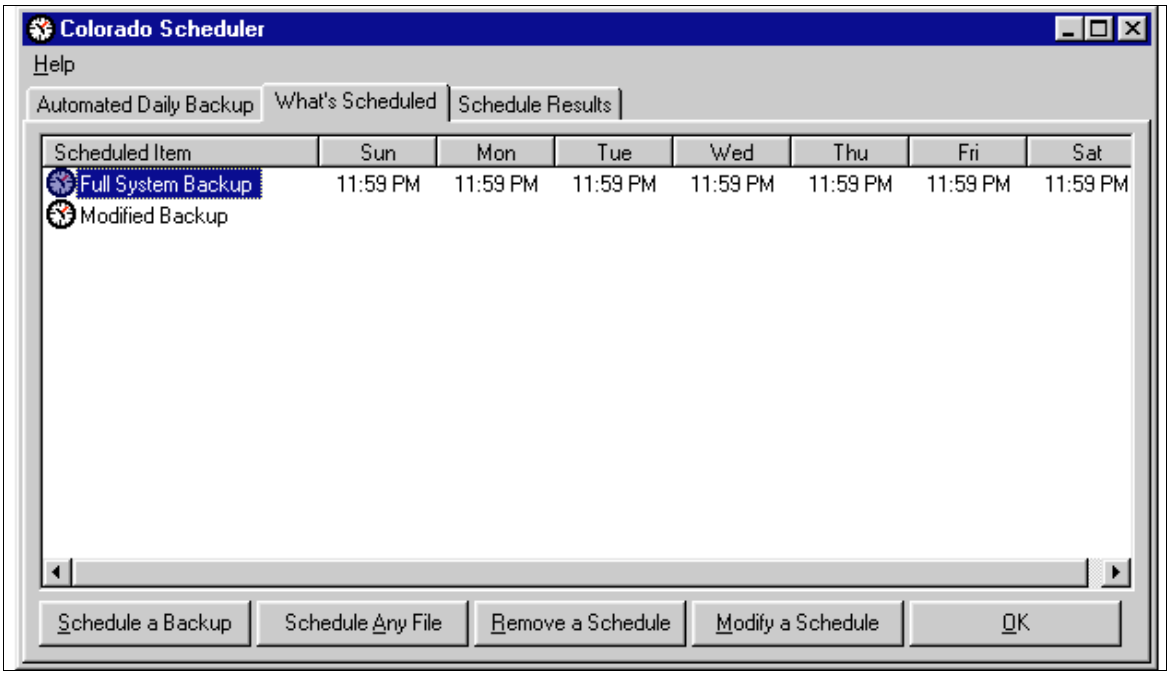

Fig. 1.8

Click here to return to the Table of Contents

- Click Modify a Schedule. An information box will appear. • Click Yes . The Schedule Item window will appear (Fig. 1.9).

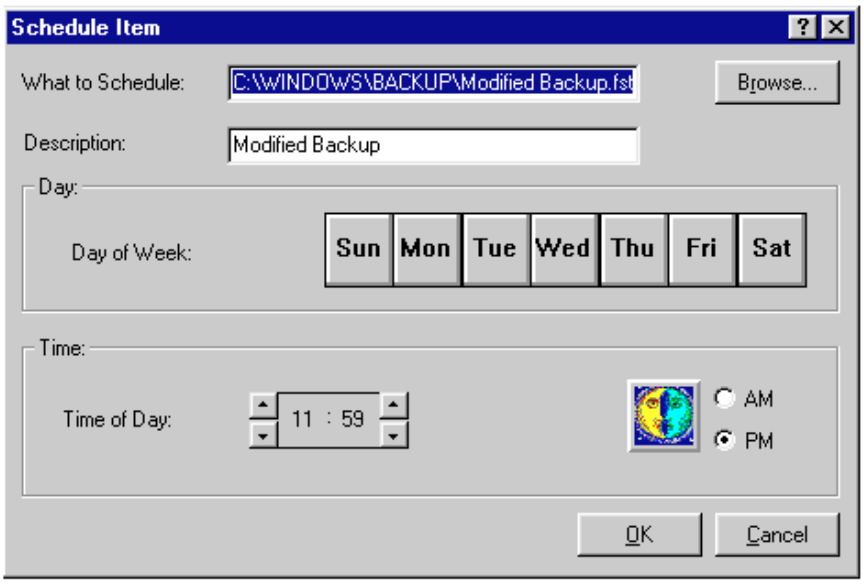

Fig. 1.9

- Click on a Day of Week tile to deactivate that day and remove from schedule. (• Click again to reactivate).
- Click on Time of Day buttons ▲ or ▼ to advance or retract the hour or minutes to set new daily start time schedule.
- Click on PM ⊙ or AM ⊙ to change.
- Click OK . The Colorado Scheduler will reappear displaying the revised day and time schedules. (If incorrect, • Click Modify a Schedule to return to the Schedule Item window.)
- Click OK if correct. The revised schedule will be set.

REFER TO THE ENCLOSED COLORADO MANUAL FOR OTHER OPERATING TIPS AND INSTRUCTIONS FOR EXPANDED PROTECTION OF SYSTEM DATA.

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SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

STARTING THE SYSTEM FOR DAILY OPERATIONS

To start The Welch Allyn Image Management System turn the power on the components in the following sequence:

1. Printer
2. Monitor
3. Computer
4. Other peripherals (in any order)

Following the power-up sequence, the opening screen will appear (Fig. 2.1).

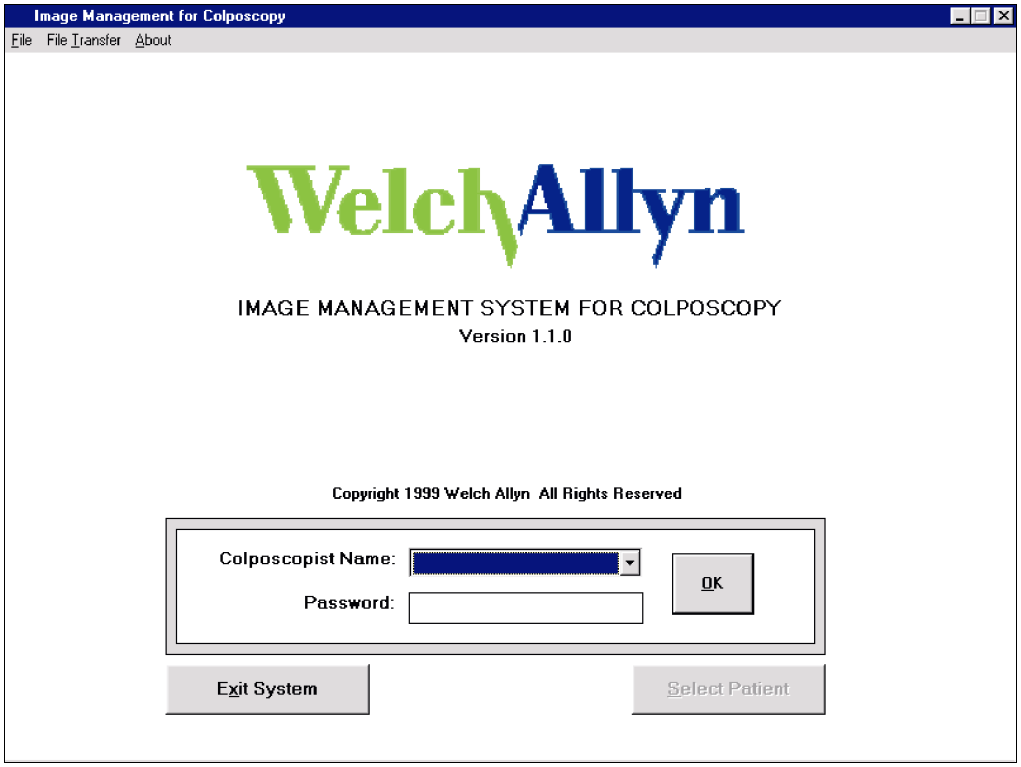

Fig. 2.1

NOTE: Access to the system is prevented pending the entry of an authorized Colposcopist name and Password.

- Click on the ▼ in the colposcopist name box. A list of pre-authorized colposcopist names will appear.
- Click on the desired name to place in the name box.
- For a name that is stored after the displayed group, click and hold on the ▼ at the bottom right of the list until the desired name appears.
- Click in the Password box. A blinking cursor will appear. Type the selected Colposcopist's unique password.
- Click on OK or press Enter. Click on Select Patient The Select Patient Screen will appear with a blinking cursor at the beginning of the MR Number box (Fig. 2.2).

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SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

Select Patient Screen

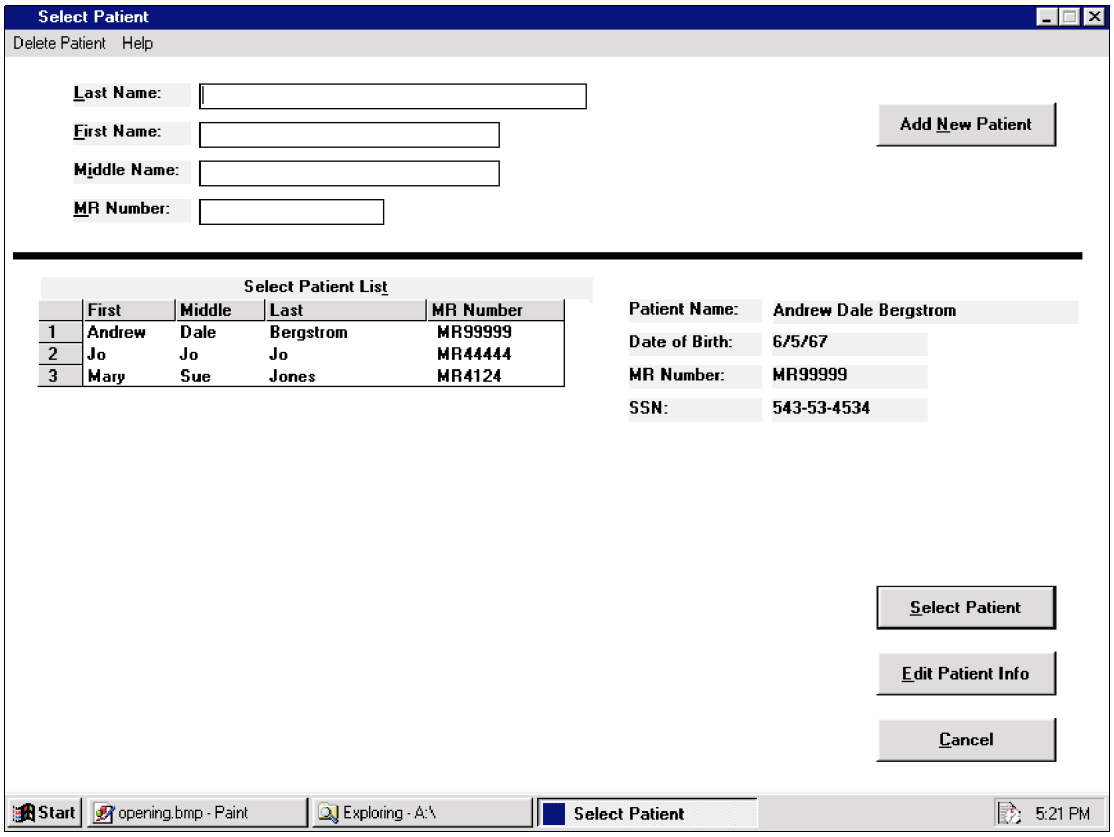

Fig. 2.2

This screen allows you to add a new patient, find and select an existing patient, and edit existing patient information.

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SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

To Add a New Patient

- Click on Add New Patient. The **Patient Information** screen will appear (Fig. 2.3).
- Enter Date Of Birth information as XX/XX/XX

Patient Information Screen

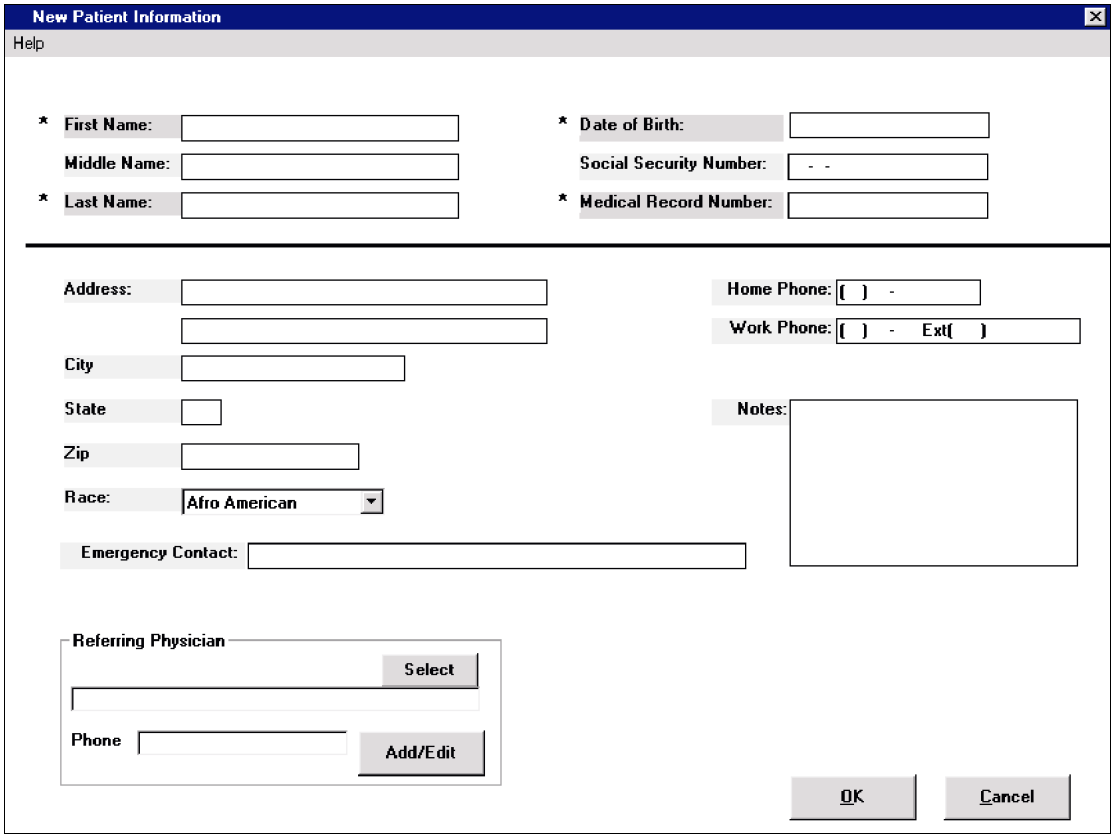

Fig. 2.3

Fig. 2.4

The Race box has a multiple choice pull-down menu (Fig. 2.4).

- Click on ▼ to display the first seven selections. For a selection that is stored below the displayed list, click and hold on the ▼ at the bottom right of the display until the desired selection appears. Click on choice to enter.

NOTE: The Patient First and Last name, Date of Birth and Medical Record Number must be completed to enter Patient file into system data base.

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SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

Following entry to each box, press the Enter or Tab key on the keyboard to progress in sequence.

- Click on OK following completion of New Patient Information entry. All data will be entered to the patient file and system data base.

The Select Patient Screen will appear. The patient just added will be highlighted at the top of the Select Patient List and the Patient Name, Date of Birth, MR Number and SSN (if in file) will be displayed.

- Click Select Patient to continue with patient file and current visit. The Patient Visit Control screen will appear, Page 2-7.

  or

- Click on Add New Patient to add new patients. Repeat process.

To Find and Select an Existing Patient - Using a Patient MR Number

- Enter the patient MR Number into the MR number box. As the Alpha Numberic characters are entered, the system will automatically begin to display all the patients with an MR number beginning with the same sequence of characters.

NOTE: The MR number is exclusively unique to an individual patient. Different patients can have the same last, middle and/or first names.

When the complete number is entered, the desired patient will appear highlighted at the head of the Select Patient List. The patient name, date of birth, MR number and Social Security Number (if available) will be displayed.

- Click on Select Patient to proceed with patient file and current visit. The Patient Visit Control screen will appear, Page 2-7.

To Find and Select an Existing Patient - Using the Patient Last Name

- Click in the Last Name box. Type the Patient Last Name. As the letters are entered the system will automatically begin to display patients with last names beginning with that letter sequence. When the complete last name is entered, all patients with this name will be displayed by alphabetical order, of first name.
- Click on the desired name to highlight and to display Patient Name, Date of Birth, MR Number, and Social Security Number (if available).
- Click on Select Patient to proceed with patient file and current visit. The **Patient Visit Control** screen will appear, Page 2-7, Fig. 2.5.

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SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

To Find and Select An Existing Patient - Searching - By First and/or Middle Name:

- Click to place cursor in **First** name box.
- Type all or part of the Patient first name.

OR

- Click to place cursor in Middle name box.
- Type all or part of the Patient Middle Name.

The patient names beginning with that Alpha character sequence will be displayed in the Select Patient List in alphabetical order.

- Click on the desired name to highlight and to display full Patient Name, Date of Birth, MR Number and Social Security Number if on file.
- Click on Select Patient to proceed with patient file and current visit. The **Patient Visit Control** screen will appear.

Delete a Patient

Enter the Select Patient Screen.

Find and highlight the desired Patient name.

- Click Delete Patient located at top left of screen. A question box will appear requesting confirmation to proceed with patient deletion.
- Click Yes to proceed. A message box will appear confirming deletion. • Click OK.

The Patient file including all visits and other data will be permanently deleted from the data base.

Edit the Patient Information Screen

(access from the Select Patient screen)

Enter the Select Patient Screen

Find and highlight the desired Patient name.

The Edit Patient Info button will activate.

- Click Edit Patient Info. The Patient Information screen for the selected patient will appear. All data entry sections will be active.

Edit as required.

- Click OK to save. All data will be permanently entered to the Patient File and system data base.

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SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

NEW VISIT
(Patient with No Prior Exams)

Patient Visit Control screen (Fig. 2.5)

The Visit History section for patients with **NO prior exams** will display "No exam history for this patient".

In any order:

- Click on Patient Information to edit or review, then Click OK to save entries and to return to Patient Visit Control screen.
- Click on Patient History to review and/or edit, then click OK to return to Patient Visit Control screen.
- Click Cancel to return to Select Patient screen.
  or
- Click New Visit to proceed with current visit. The New Visit screen will appear (Fig. 2.6).

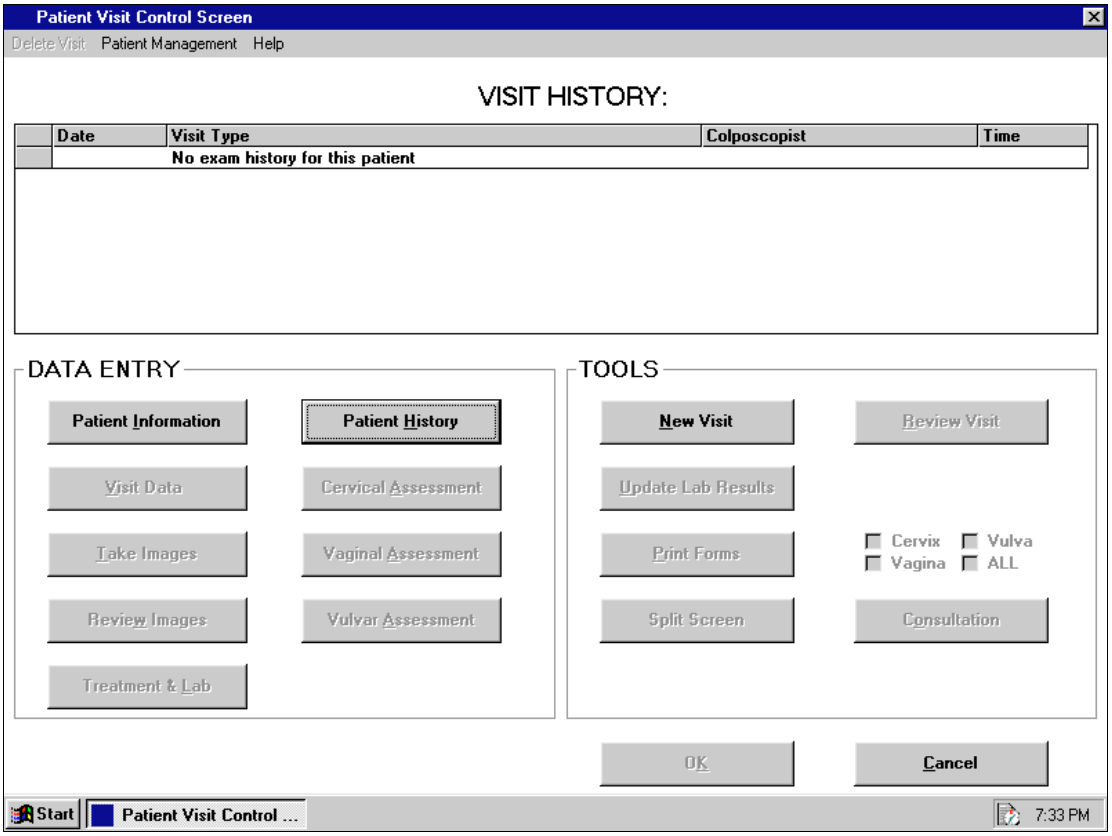

Fig. 2.5

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NEW VISIT (Cont'd.)
(Patient with No Prior Exams)

The form footer will display the Patient name and MR number. The Last Visit Date and Type boxes will be blank. The current visit date will be displayed. Choose visit type then click > to add. Click OK.

The Other Colposcopist List will display the pre registered "other" colposcopists.

The complete list of pre registered Other Colposcopists will be listed in alphabetical order by last name.

- Click on ▼ at lower right of list box to advance scroll. • Click on ▲ at upper right to reverse scroll.
- Click to highlight the desired name(s) and click > to add to list of selected names. The selected name(s) will appear as a permanent part of the current visit file.
- Highlight name and lick < to delete.
- Click on Add New above other colposcopists box to temporarily add Other Colposcopists for current visit only. An active cursor will appear. Type the desired name.
- Click OK . Names entered from both the OTHER COLPOSCOPIST LIST and New Colposcopist box will be entered and displayed as a permanent part of the current visit (see **Visit Data Screen**). These will be included in all printed reports. The temporary name(s) will be deleted from the active system following completion of the current visit.

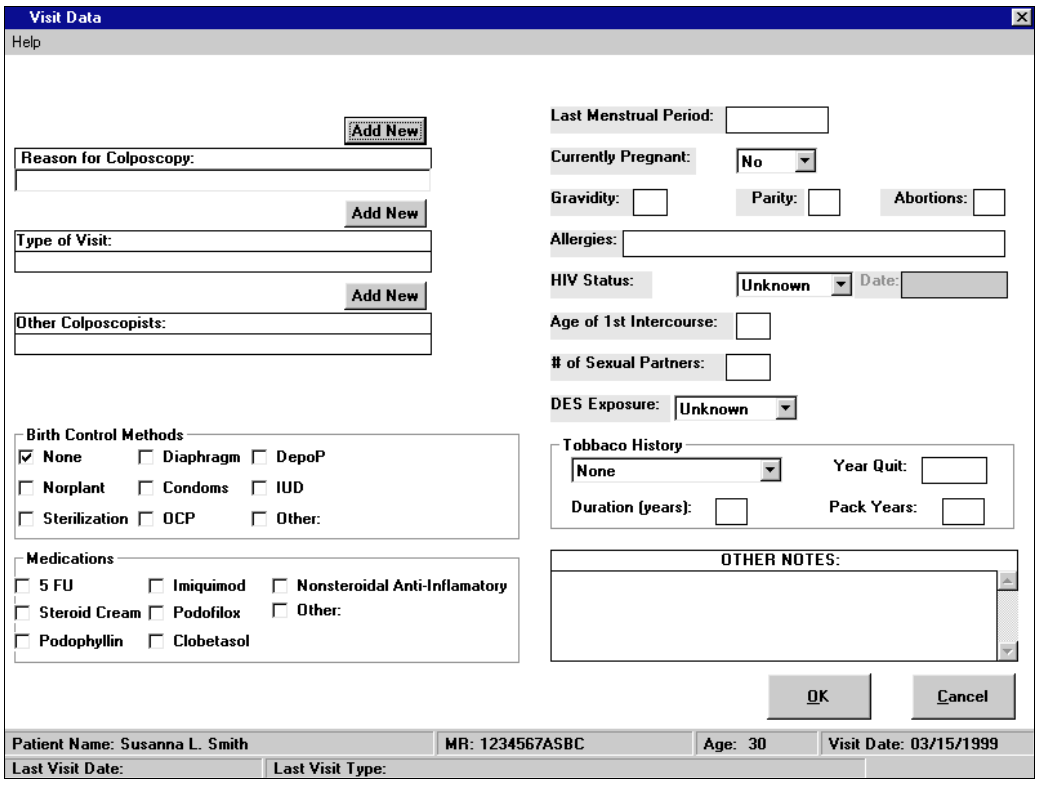

Fig. 2.6

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SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

NEW VISIT
(Patient with Prior Exams)

Patient Visit Control screen (Fig. 2.7)

The VISIT HISTORY section for patient **WITH prior exams** will display the number of previous visits in descending order including the dates, type and primary Colposcopist for each visit. The last visit will be highlighted.

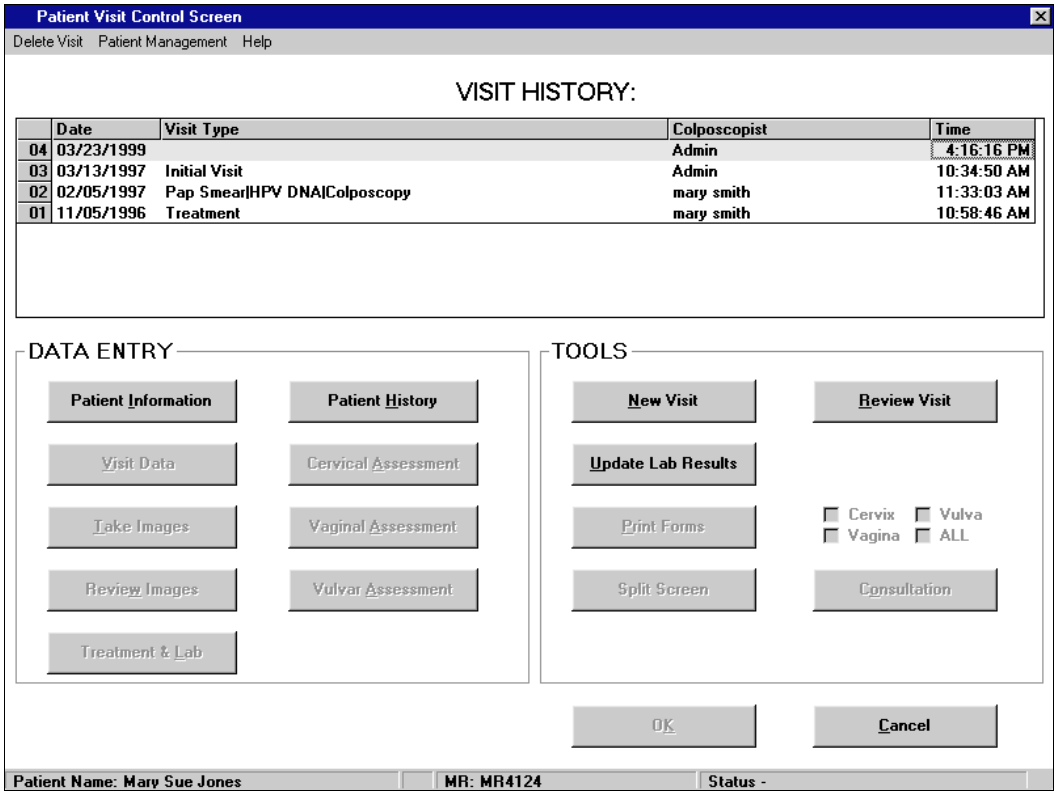

Fig. 2.7

In **any order:**

- Click on Patient Information to edit or review, then click OK to save entries and to return to **Patient Visit Control** screen. See **Edit Patient Information**, Page 2-5.
- Click on Patient History to review and/or add data, then click on OK to return to **Patient Visit Control** screen. See **Patient History**, Page 2-18.
- Click on Update Lab Results to review and or add data, then click OK to return to **Patient Visit Control** screen. See **Update Laboratory and Treatment Information**, Page 2-34.
- Click Review Visit to review previous visits. See Review Previous Visit(s), Page 2-36.
- Click Cancel to return to Select Patient screen

  or

- Click New Visit to proceed with current visit. The New Visit screen will appear, Page 2-9, Fig. 2.6.

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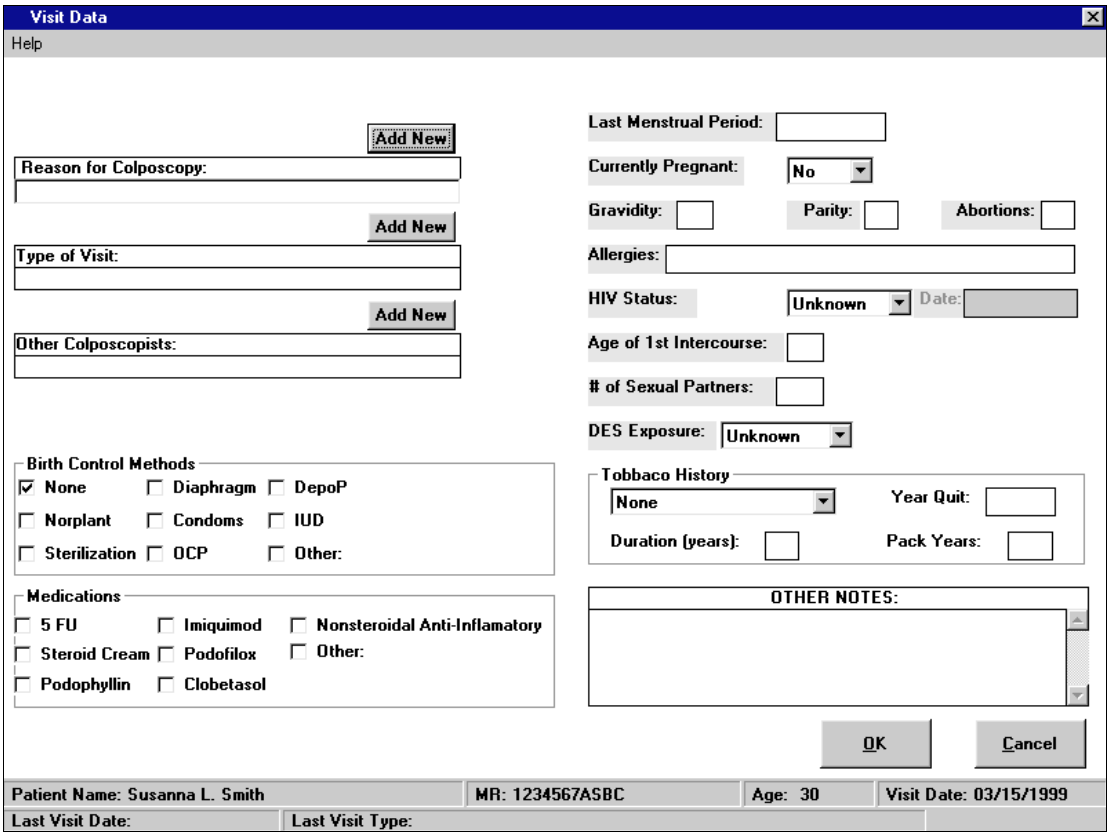

Fig. 2.8

- The form footer will display the Patient name and MR number. The Last Visit Date and Type will be displayed.

Proceed with selection of Other Colposcopists. (See **New Visit**, Page 2-9)

- Click OK . The **Visit Data** screen will appear.

Visit Data screen

The form footer will display the Patient Name, MR number, age, and Current Visit date. Type of Visit will display the pre-entered selection (**New Visit**, Pages 2-7 and 2-10). Patient with prior visit history will automatically display the date and type of the last visit. The selected **other** colposcopist(s) name will be displayed.

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SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

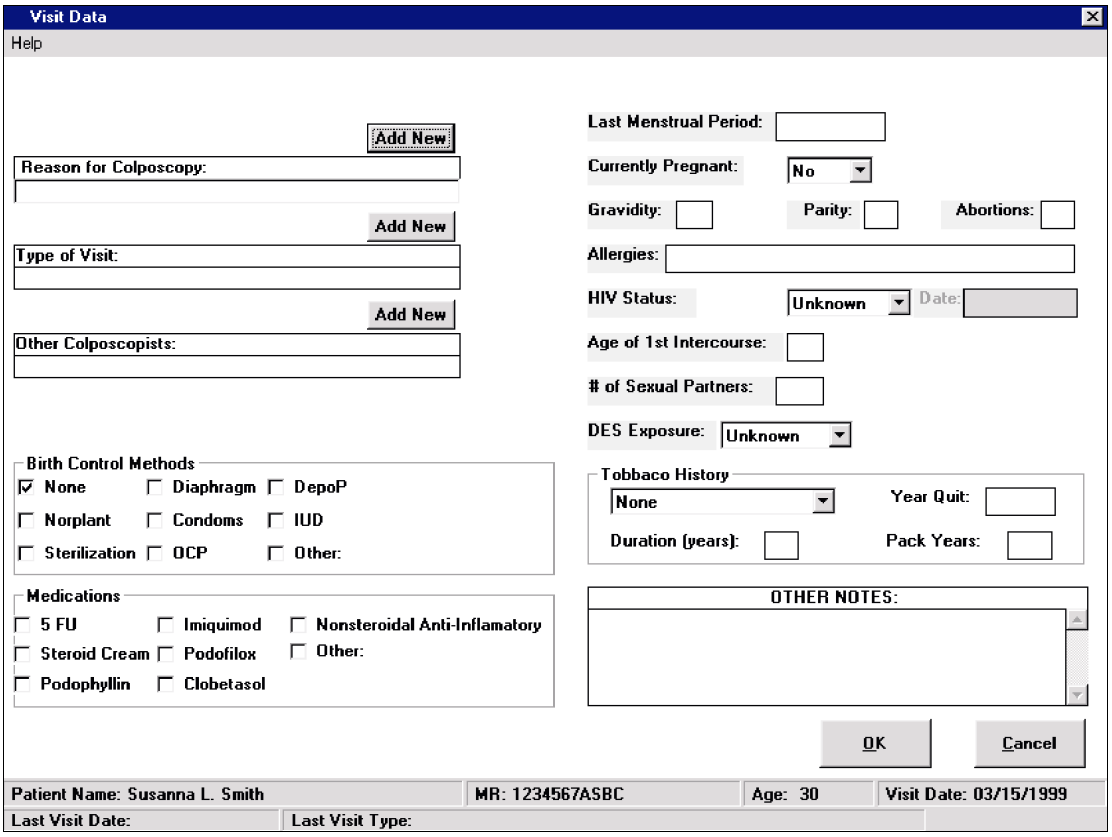

Fig. 2.9

The **Reason for Colposcopy** box includes a multiple choice menu.

- Click on Add New . The Colpo Reason screen will appear (Page 2-13).
- Click on the desired line to highlight and select.

Abnormal Pap Smear **and Treatment** lines have extended multiple choices (Figs. 2-10 and 2-11).

- Click on desired line to highlight and select. The selected lines will appear in the Reason for Colposcopy box and remain as a permanent part of the current visit record.

Instructions continued on Page 2-14.

Click here to return to the Table of Contents

SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

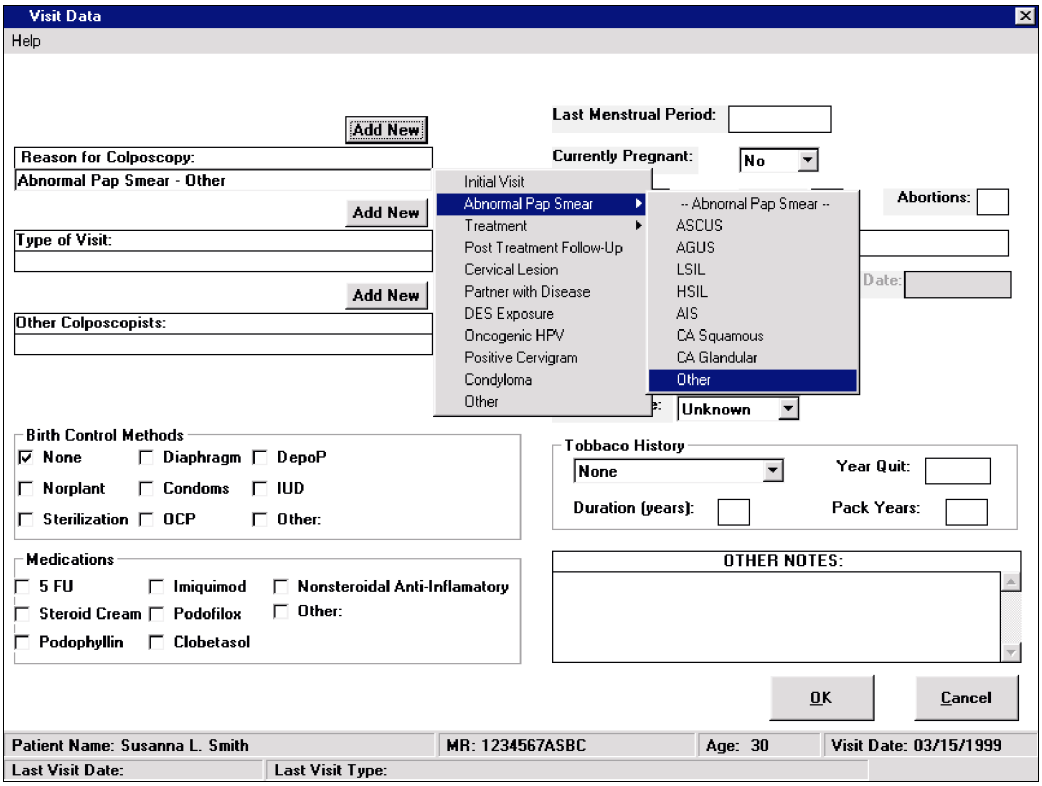

Fig. 2.10

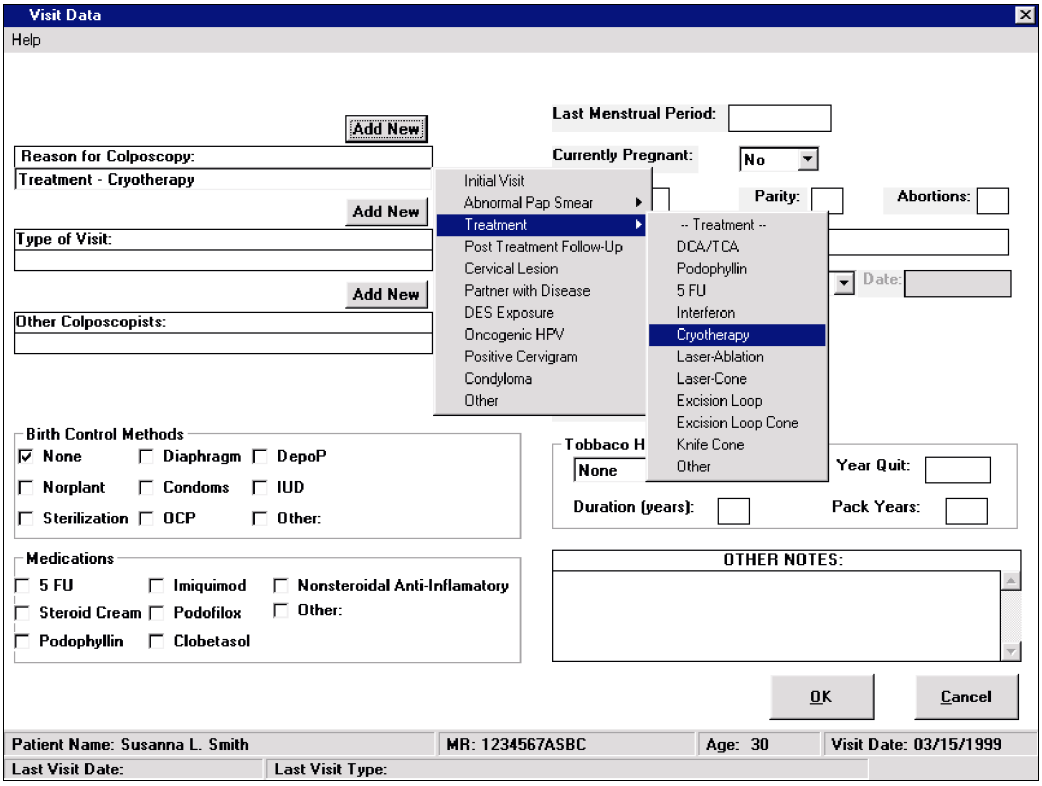

Fig. 2.11

Click here to return to the Table of Contents

Visit Data screen (Continued from Page 2-12)

- Place cursor in Last Menstrual Period box.

- Type entry as XX/XX/XX. Press the Tab or Enter key to advance.

Currently Pregnant will show ***No*** as default setting. If correct, press Tab key to proceed to next field. If not correct, click on ▼ to display pull down menu and Click on **Yes** to select. Press Tab key to advance.

Gravidity, **Parity** and **Abortions** will each show **0** as default setting. Entering each box will highlight **0** - If correct, move to the next field by pressing Tab or Enter key. If not correct, type over. Press Tab or Enter key to advance.

Birth Control Methods - ✔ Condoms is default setting. If correct, advance by pressing Tab key to advance through field, or click mouse button on **Allergies** box. If not correct, click boxes individually to select choice of selection (no limit). Selection of Other will provide 40 character typing box for response. Type entry, click OK and press Tab key to advance.

Allergies - Type details. Press Tab key to advance.

H.I.V. Status has multiple choice pull down menu and date box. **Unknown** is default setting. If correct press Tab Key to advance. If not correct, click on ▼ to display menu and click on selected choice. The active cursor will advance to the date box. Type entry. Press Tab key to advance.

Age of 1st Intercourse Default setting is **0** , highlighted. If never, press Tab or Enter key to advance or type entry and press Tab or Enter key to advance.

 # Sexual Partners Default setting Is **0** , highlighted. If correct press Tab key to advance or type entry and press Tab or Enter key to advance.

DES Exposure has multiple choice pull down menus. Click on ▼ to display and click on selected choice. Press Tab key to advance.

Tobacco History has multiple choice pull down menus. **None** is the default setting. If correct, continue pressing tab key to pass through field. If not correct, Click on ▼ to display menu and click on selected choice. Press Tab key to advance to **Year Quit** box. If applicable, type entry and press Tab key to advance.

Duration has **0** as the default setting. If correct, press Tab key to advance. If not correct, type entry.

- Press Tab key – the system will automatically calculate and display **Pack Years**.

Medication: • Click menu item to select and enter medication type. Selection of Other will provide 40 character typing box.

Review and correct **entries as appropriate**.

NOTE: Name of Primary and Other Colposcopists, and all entered Patient data will be automatically included in printed visit reports (Colposcopy Procedure forms).

Other Notes: Up to 50 lines of notes may be typed and will be permanently included as part of this visit file.

- Click **OK** . The **Patient Visit Control** screen will appear.

Click here to return to the Table of Contents

SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

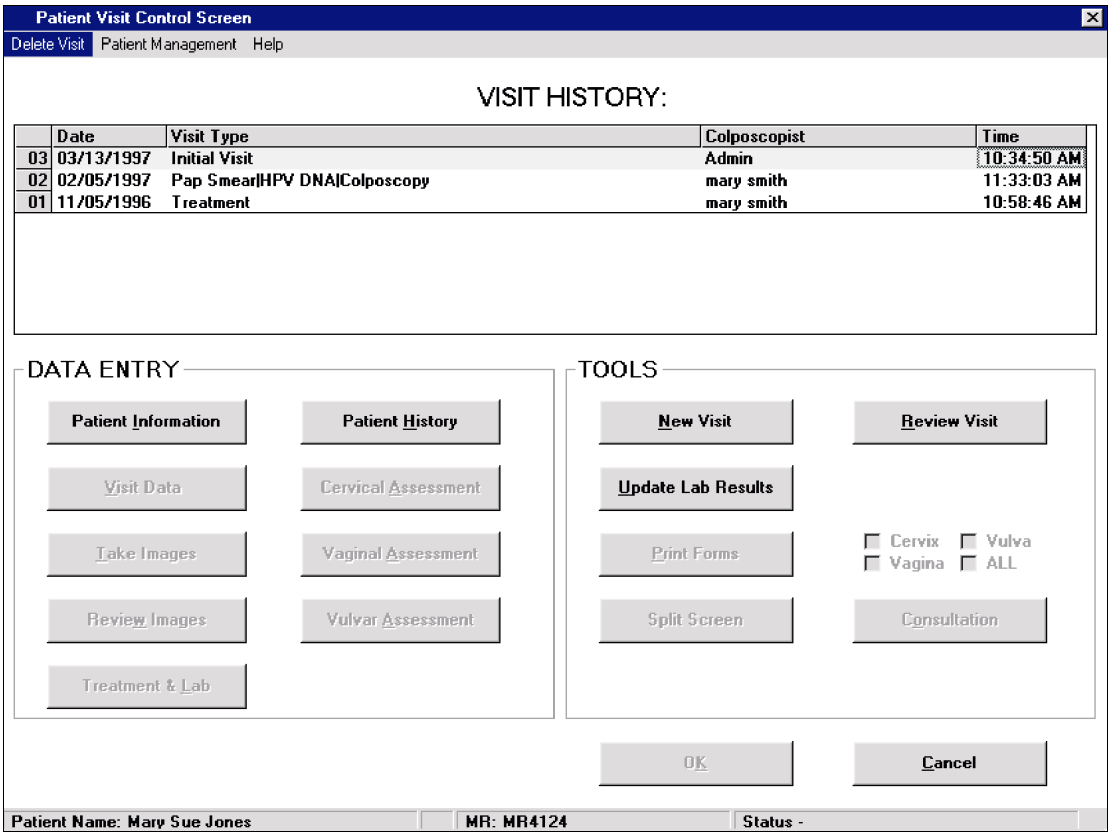

Fig. 2.17

In any order:

- Click on Patient Information to edit or review, then click OK to save entries and to return to **Patient Visit Control** screen.

- Click on Patient History to review and/or edit, then click OK to return to **Patient Visit Control** screen.

- Click Cancel to return to Select Patient screen.
  or
- Click New Visit to proceed with current visit. The **Visit Data** screen will appear (Page 2-13, Fig. 2.9).

- Click on **Visit Data** to review and/or edit then click on OK to return to **Patient Visit Control** screen.

- Click on Treatment and Lab to enter data. (See **Lab and Treatment Information** screen, Figure 2-36 Page 2-28) then click on OK to return to **Patient Visit Control** screen

Click here to return to the Table of Contents

CANCEL will delete **all** current visit entries - the **Select Patient** screen will appear.

OK will save all current visit entries and terminate the current visit. The **Select Patient** screen will appear.

NOTE: A new capability has been added to the **VISIT DATA** screen feature allowing the following:
- Entry of patient visit data prior to the visit exam
- Entry of patient visit data following the visit
- Adding or Editing of patient visit data of previously stored visit

Instructions for this feature are on Pages 2-39 and 2-40.

To Proceed with Current Visit

- Click on Take Images.

The **Acquire Cervix Images** screen will appear (Fig. 2.18). **Acquire Images** will continue in Section 3.

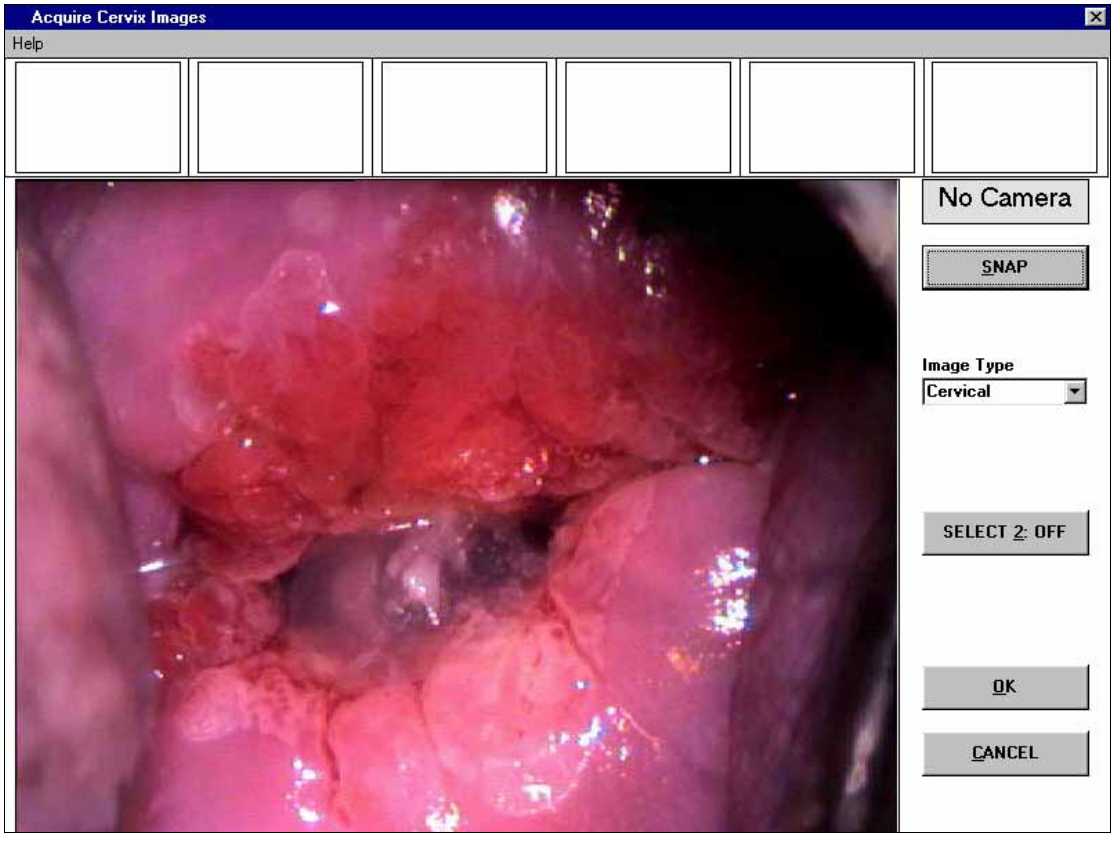

Fig. 2.18

Click here to return to the Table of Contents

PATIENT HISTORY SCREEN

The **Patient History** screen (Fig. 2.19) will display the patient's complete history of:

Previous:
- **Pap Smears**
- **HPV Tests**
- **Cervical Tests**
- **Treatments of the Cervix, Vagina and Vulva**
- **ECC Results**
- **Biopsies of the Cervix, Vagina and Vulva**

Data can be **entered directly** to the **Patient History** file. at anytime to update history. Data will also be **automatically copied** to the **Patient History** file from entries to the patient's individual visit **Laboratory and Treatment Information** section and from subsequent **Updates** to the patient's Laboratory and Treatment Information section.

Patient History screen

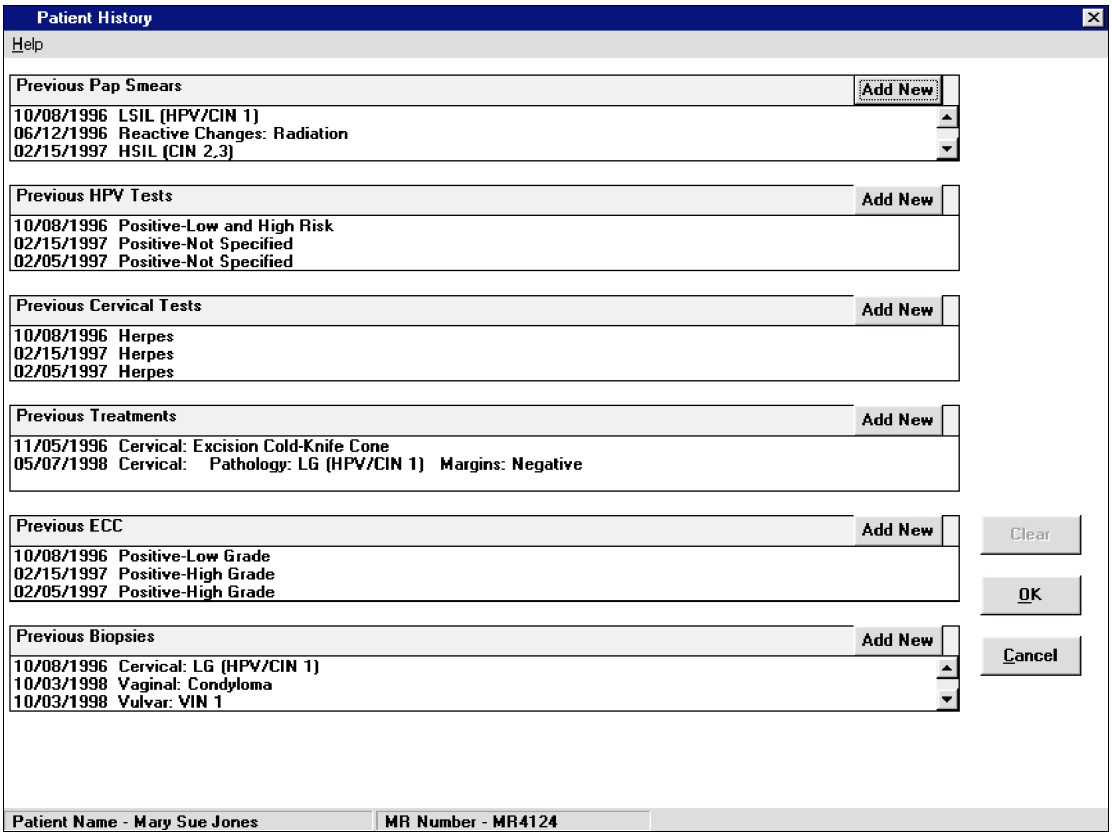

Fig. 2.19

- Click on OK following review and/or editing to **Save** the new entries. The **Patient Visit Control** screen will appear.

To Enter Data Directly - •Click on Add New of the desired line item. The selected **Add New Item** screen will appear (Fig. 2.20). (Example - Previous Pap Smears)

Click here to return to the Table of Contents

SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

Add New Item Screen

(Example - Pap Smear)

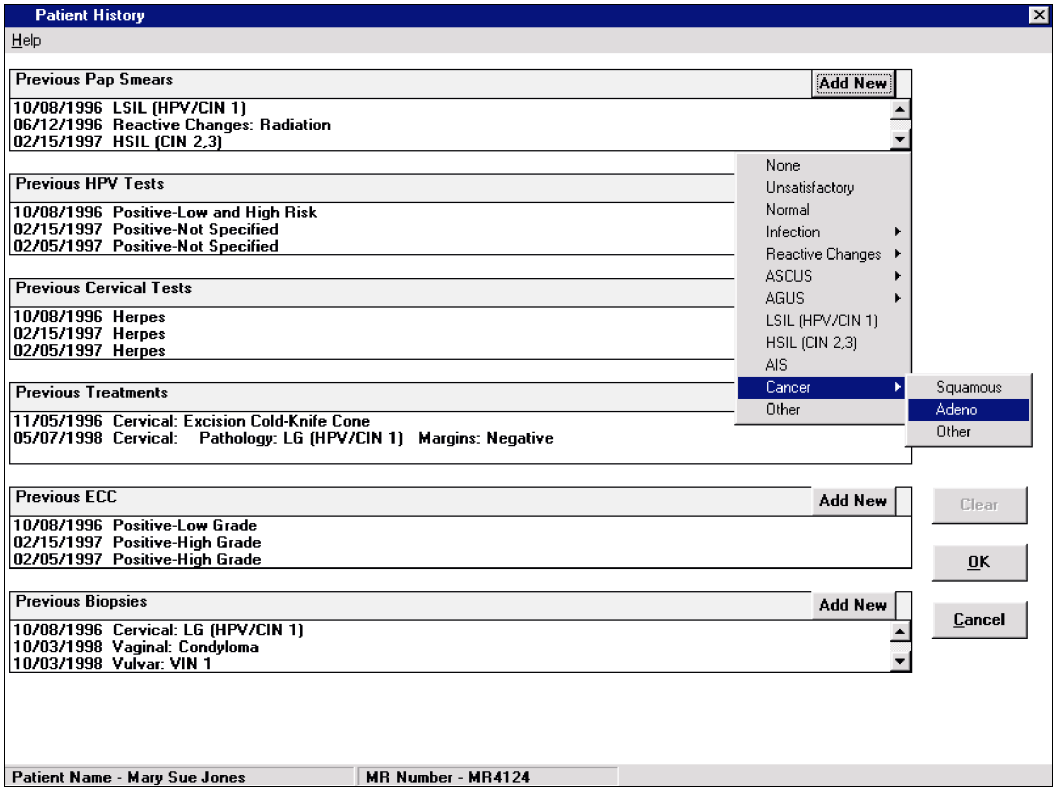

Fig. 2.20

The current date will be displayed including an active cursor at the beginning of the box.

- Click on appropriate description. An extended menu may be displayed for further description. (Certain descriptions do not have extended menus.)

- Click on appropriate selection. Selections will be displayed in the **DETAILS** box.

Click on Clear to delete current entries to revise

- The date will be highlighted. Type over with correct date.

or

- Click on OK. The Patient History screen will appear. The selected entries and dates are displayed in the item boxes.

NOTE: Selection of "other" on any menu will display a 40 character typing box.

- Click on Add New of other items for additional data entry.

or

- Click on OK to **SAVE** entries. The entries will remain permanently in the Patient History file. The **Patient Visit Control** screen will appear

Click here to return to the Table of Contents

*To Delete Entries - **before saving**.*

- Click on the entry line to highlight.
- Click on the activated Delete History Item box. The entry will be deleted from the Patient History file.

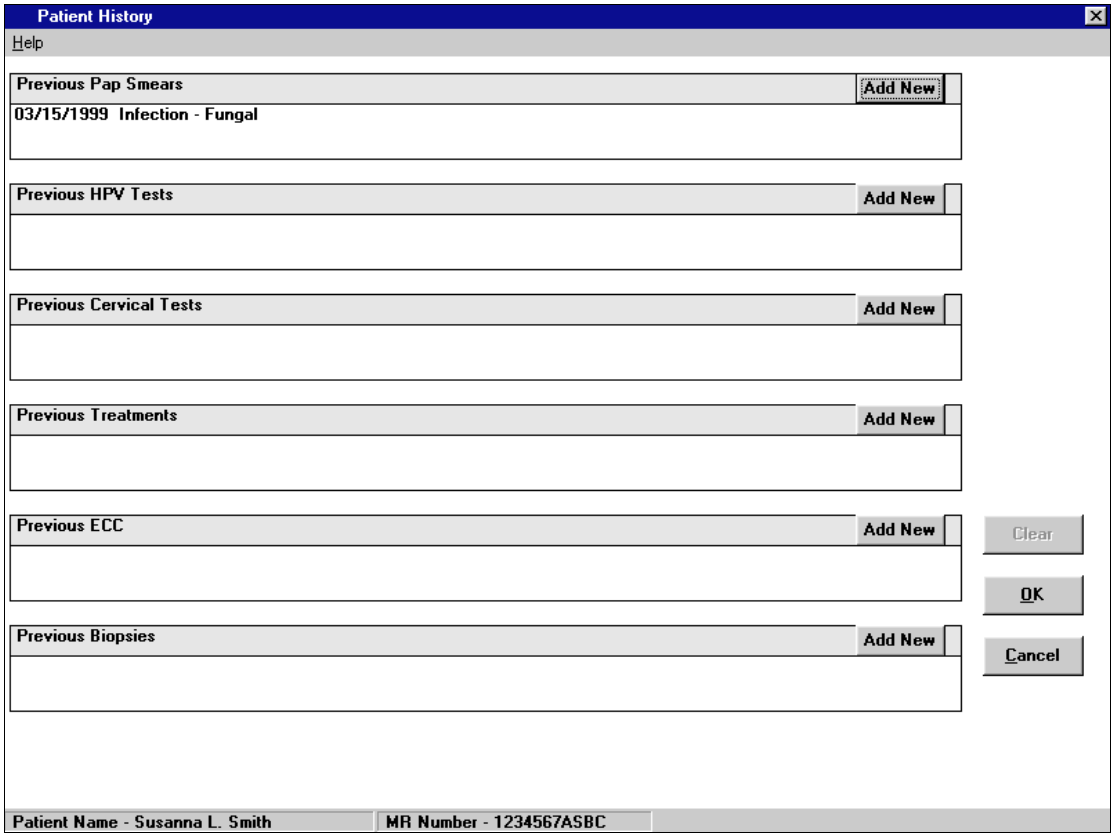

Fig. 2.21

Complete menus for **Previous**:

Pap Smears
HPV Tests
Cervical Tests
Treatments of the Cervix, Vagina and Vulva
ECC Results
Biopsies of the Cervix, Vagina and Vulva

Appear on Figures 2-22 – 2.34 on pages 2-21 through 2-25.

Click here to return to the Table of Contents

SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

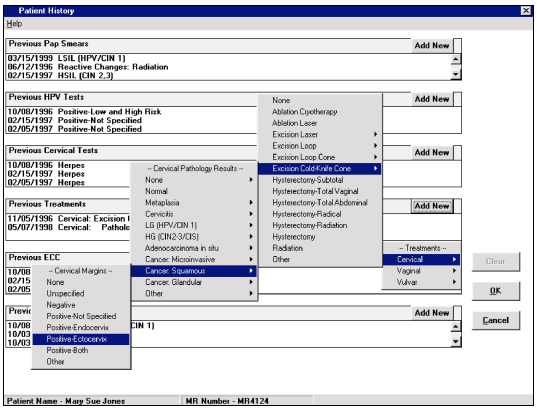

Fig. 2.22

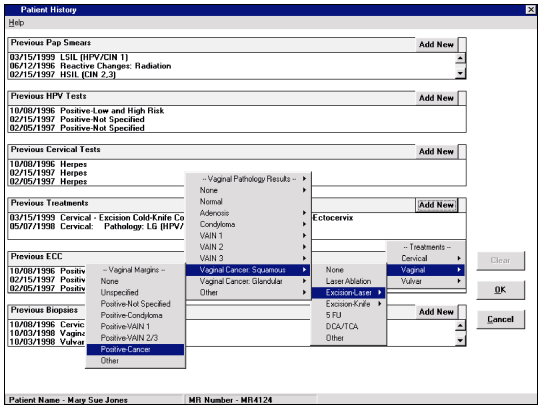

Fig. 2.23

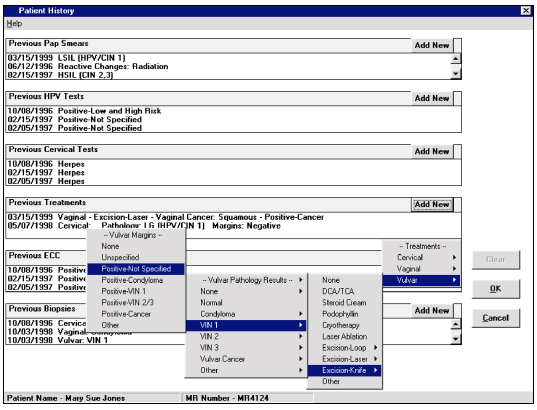

Fig. 2.24

Click here to return to the Table of Contents

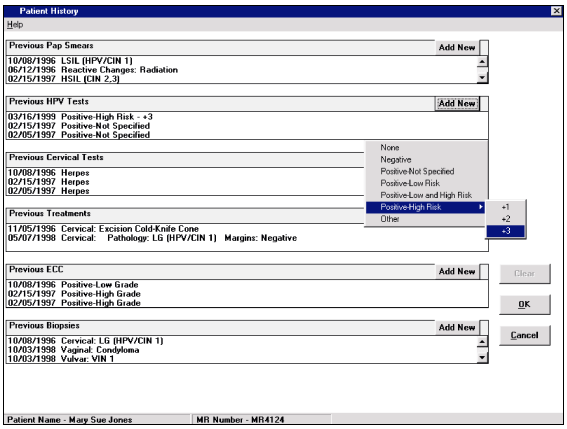

Fig. 2.25

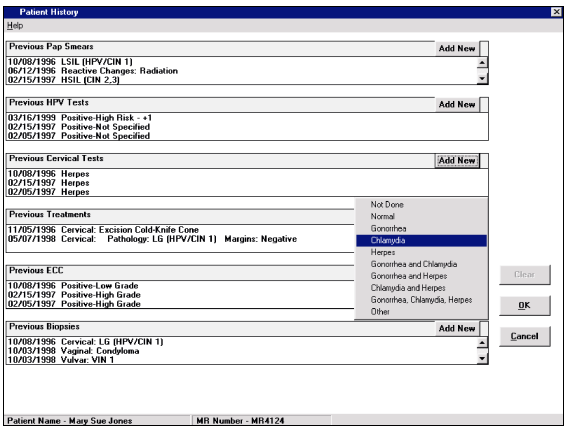

Fig. 2.26

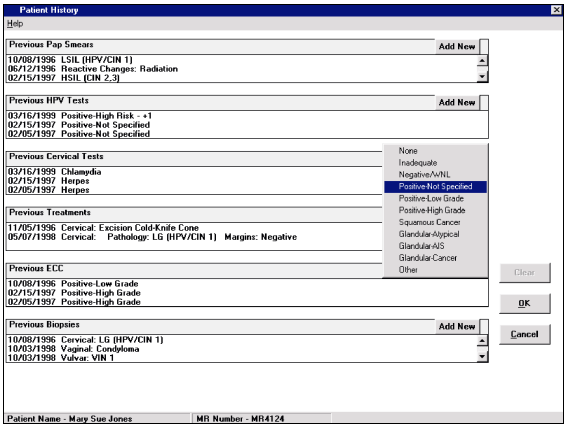

Fig. 2.27

Click here to return to the Table of Contents

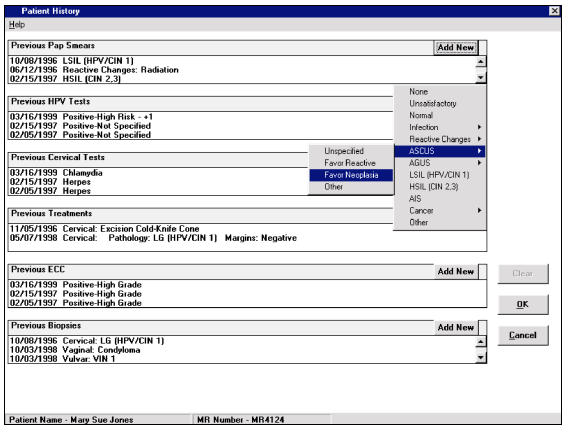

Fig. 2.28

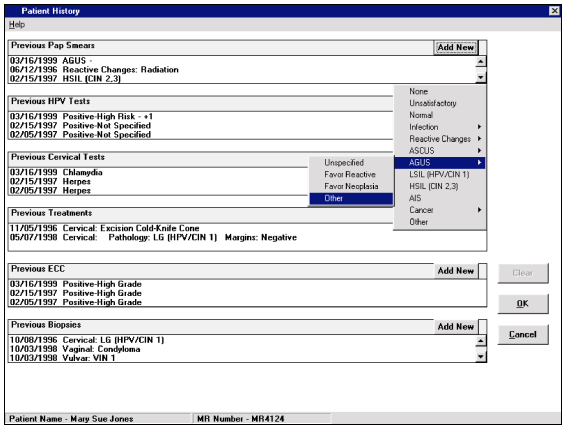

Fig. 2.29

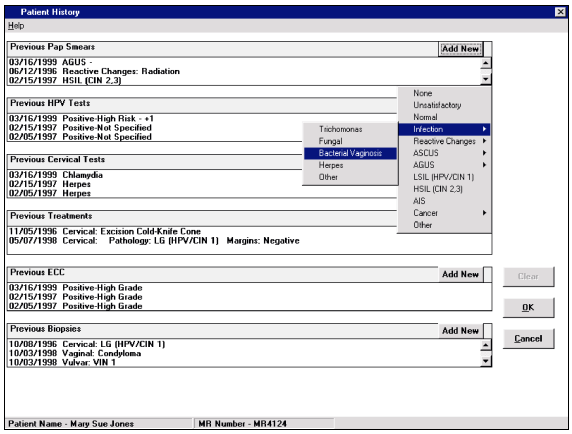

Fig. 2.30

Click here to return to the Table of Contents

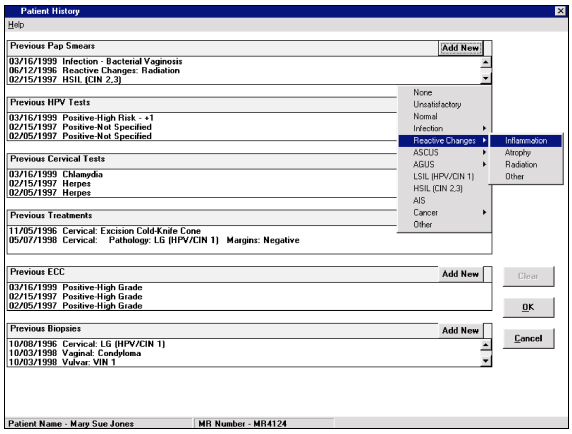

Fig. 2.31

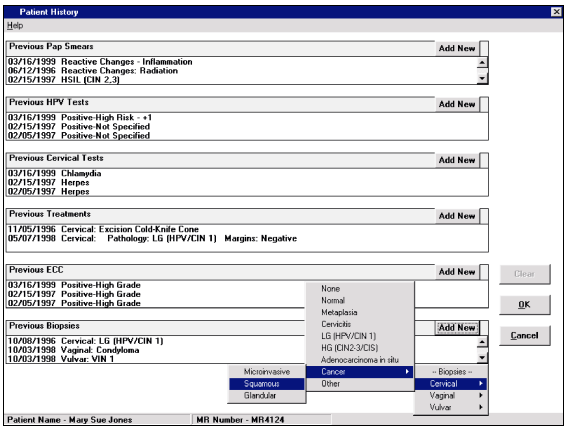

Fig. 2.32

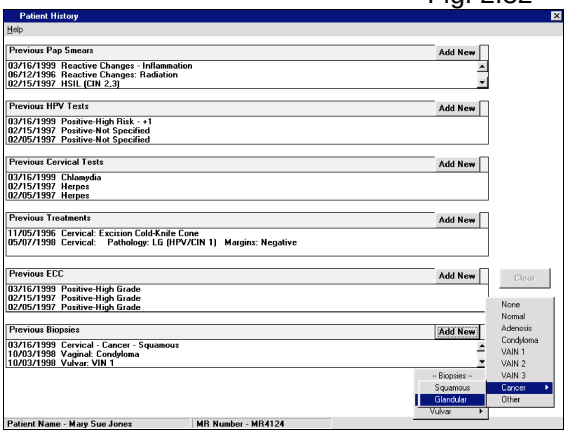

Fig. 2.33

Click here to return to the Table of Contents

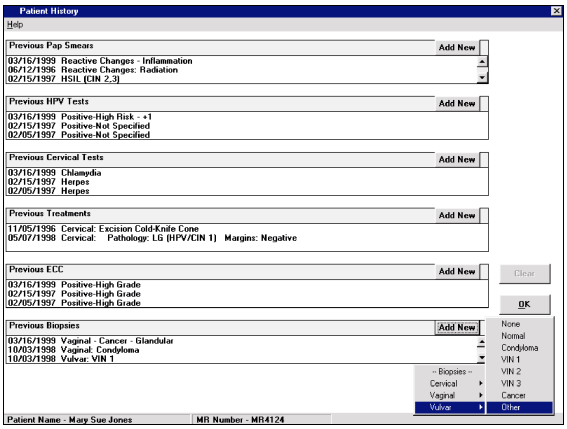
Patient History
Help
Previous Pap Smears
Add New
03/16/1999 Reactive Changes - Inflammation
06/12/1996 Reactive Changes: Radiation
02/15/1997 HSIL (CIN 2,3)
Previous HPV Tests
Add New
03/16/1999 Positive-High Risk - +1
02/15/1997 Positive-Not Specified
02/05/1997 Positive-Not Specified
Previous Cervical Tests
Add New
03/16/1999 Chlamydia
02/15/1997 Herpes
02/05/1997 Herpes
Previous Treatments
Add New
11/05/1996 Cervical: Excision Cold-Knife Cone
05/07/1998 Cervical: Pathology: LG (HPV/CIN 1) Margins: Negative
Previous ECC
Add New
03/16/1999 Positive-High Grade
02/15/1997 Positive-High Grade
02/05/1997 Positive-High Grade
Previous Biopsies
Add New
03/16/1999 Vaginal - Cancer - Glandular
10/03/1998 Vaginal: Condyloma
10/03/1998 Vulvar: VIN 1
Clear
OK
-- Biopsies --
Cervical
Vaginal
Vulvar
None
Normal
Condyloma
VIN 1
VIN 2
VIN 3
Cancer
Other
Patient Name - Mary Sue Jones
MR Number - MR4124

Fig. 2.34

LABORATORY AND TREATMENT INFORMATION

Laboratory and Treatment Information screen Fig. 2.35

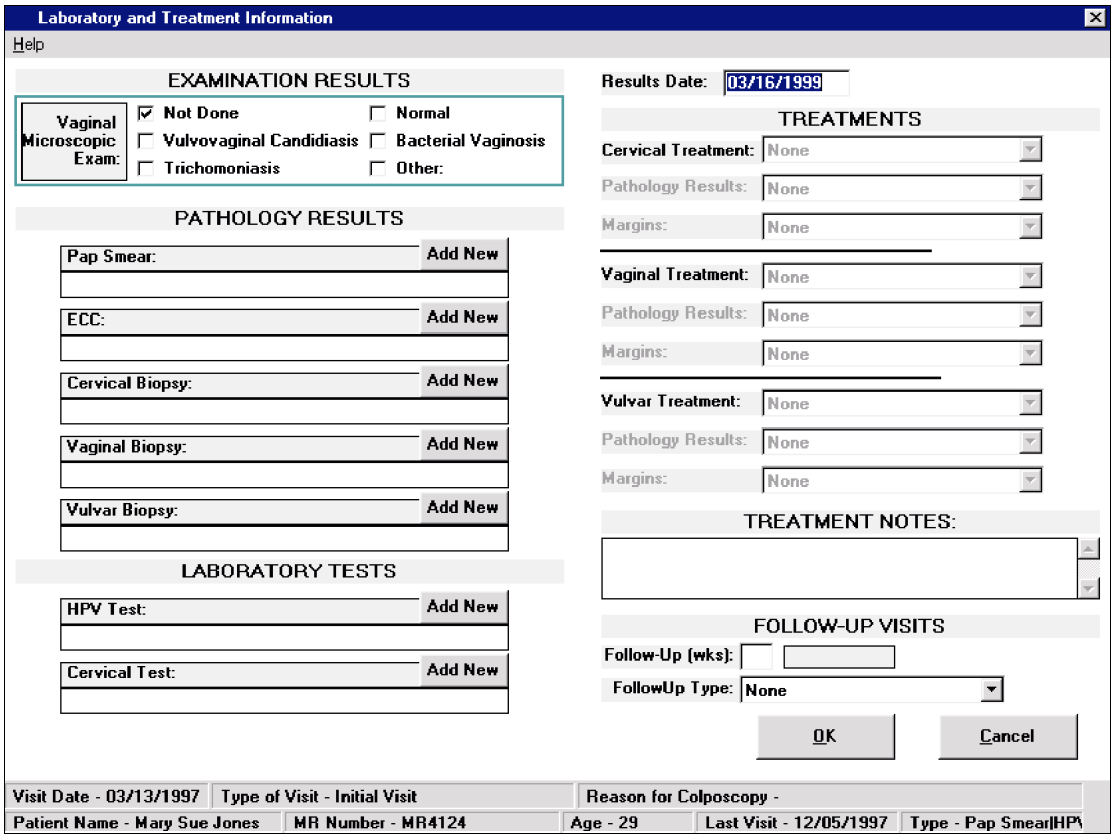

Fig. 2.35

The form footer will display the Patient name, MR number, age and current visit date. **Type of Visit** will display the pre-entered selection (**Patient Visit Control**, Page 2-7) and the **Reason for Colposcopy** will display the pre-entered selection (Visit Data, Page 2-13). Patients with prior history will automatically display the date and type of the last visit.

Examination Results

Vaginal Microscopic Exam will show ✔ Not Done as default setting. If correct, press Tab key to proceed to next field, or click ✔ to select appropriate conditions. Press Tab key to proceed to next field.

NOTE: Selection of "other" display a 40 character typing box.

All entries will remain as part of this visit information.

Complete menus for **Pathology Results, Laboratory Tests, Treatments, Follow-up Visits** appear on Figures 2.38 – 2.53, pages 2-31 through 2-33

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SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

Pathology Results/Laboratory Tests

To Enter Data:

- Click on Add New of the appropriate item. The selected item screen will appear (Fig. 2.36). (Example - Pap Smear)

Selected Item screen (Example - Pap Smear) Fig. 2.36

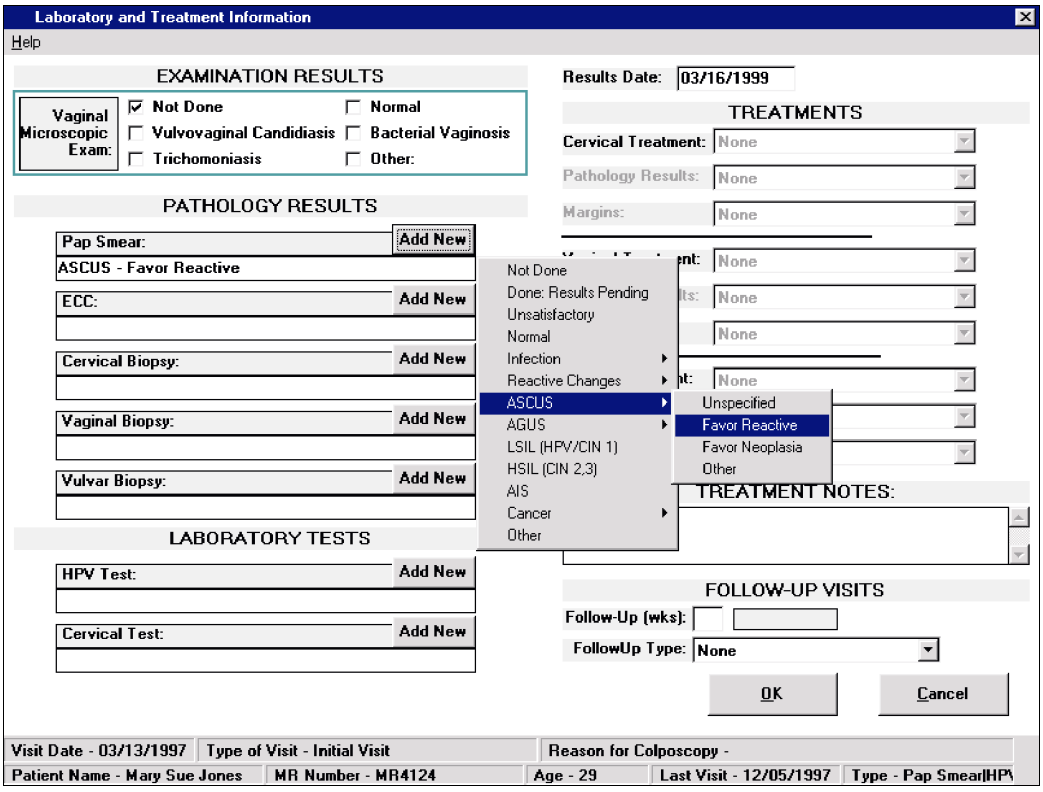

Fig. 2.36

The current visit date will be displayed.

- Click on appropriate description. An extended menu may be displayed for further description (certain descriptions do not have extended menus).

- Click on appropriate selection. Selections will be displayed in the Details box.

or

- Double Click the left mouse button to delete the entry and revise menu

NOTE Selection of "other" on any will display 40 character typing box.

- The selected entries will appear in the item box(es).

- Click on Add New of other items and repeat process to add additional data.

Click here to return to the Table of Contents

Treatments

Cervical, Vaginal and **Vulvar** Treatment have multiple selection pulldown menus.

- Click on ▼ to display
- Click on appropriate line to enter

Note: Selection of Excision Treatments for Cervical, Vaginal and Vulvar will activate **Pathology Results** and **Margins** sections for each. Selection of **Pathology Results** except for None, and Normal, will activate Margins section. (Pages 2-32 through 2-33)

Pathology Results and Margins will remain active pending subsequent entries. **Use Update Lab Results** feature to select correct visit to access Laboratory and Treatment Information screen to update results.

All data entries to the Laboratory and Treatment section **must be saved** as part of a visit or separately when using the Update Lab Results feature. On return to the **Patient Visit Control** screen, •Click on OK to save file.

All entries to the Laboratory and Treatment Information section will be a permanent part of the visit file and **will be automatically copied to and displayed in the Patient History Section**.

NOTE: • Click in the Notes box. An active prompt will appear in the top left corner. Proceed with entry of Notes. • Click on ▲ or ▼ to scroll to review.

Up to the first eight lines will be copied to and printed on the Colposcopy Procedure Form.

Follow-Up Visits

Follow-up (WEEKS) has 0 default setting. •Click on 0 to highlight. Type over to enter number of weeks for follow-up visit. The Visits to Schedule Report will include the date of the Monday of the entered week(s).

Follow-up Type has multiple selection pulldown menu. • Click on ▼ to display (Page 2-33).

- Click on appropriate selection to enter. Selection will become permanent part of visit file and will automatically appear as Type of Visit for patient's next visit. Entry will also be automatically included in Visits to Arrange Report, Page 4-.

NOTE: All entries to the Laboratory and Treatment information must be saved as part of a visit. To subsequently edit, use the Update Lab Results feature.

All entries to the Laboratory and Treatment Information section will become a permanent part of this Visit file and **will also be copied to and displayed in the Patient History section**.

- Click on OK following completion of all entries.

The **Patient Visit Control** screen will appear.

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Patient Visit Control screen

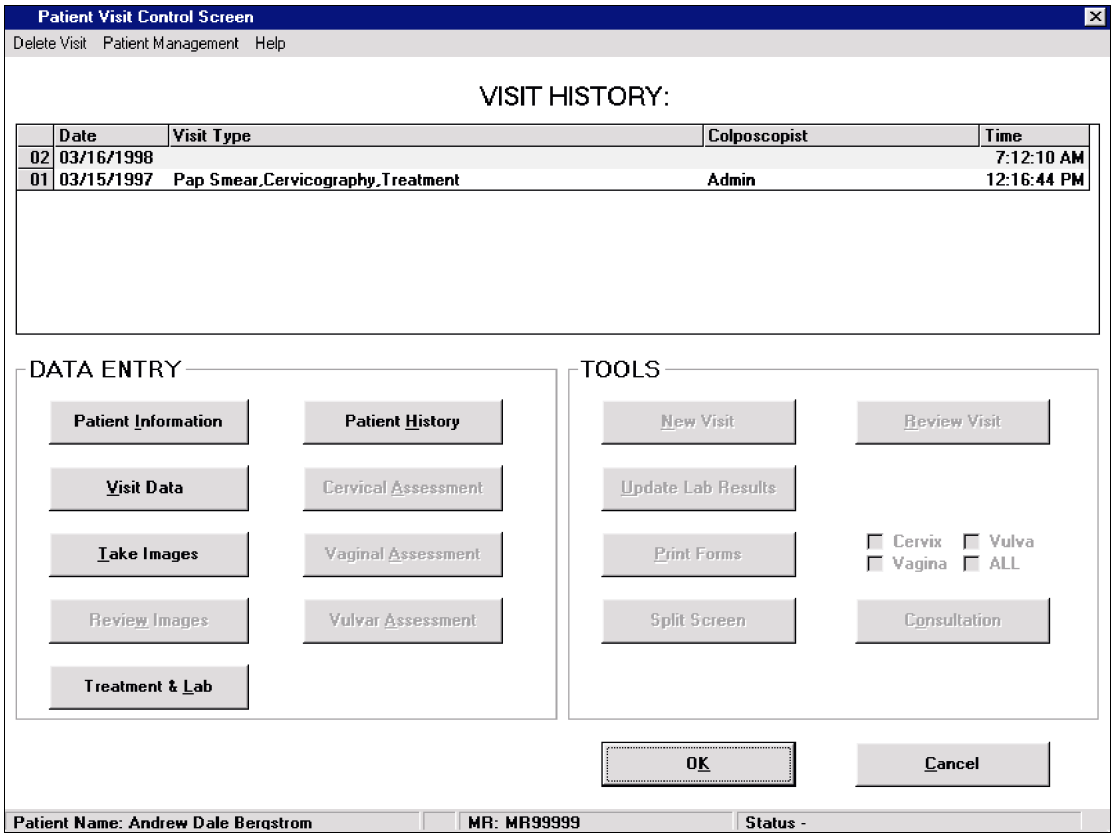


Fig. 2.37

Complete menus for **Pathology Results, Laboratory Tests, Treatments, Follow-up Visits** appear on pages 2-31 through 2-33.

Click here to return to the Table of Contents

SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

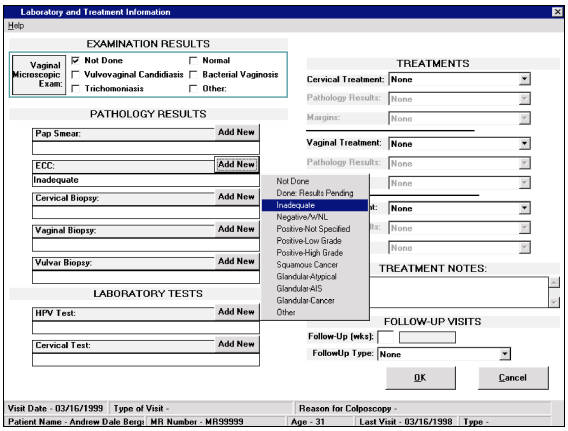


Fig. 2.38

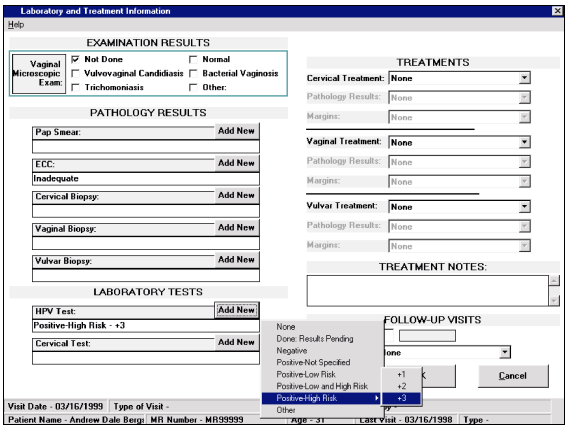


Fig. 2.39

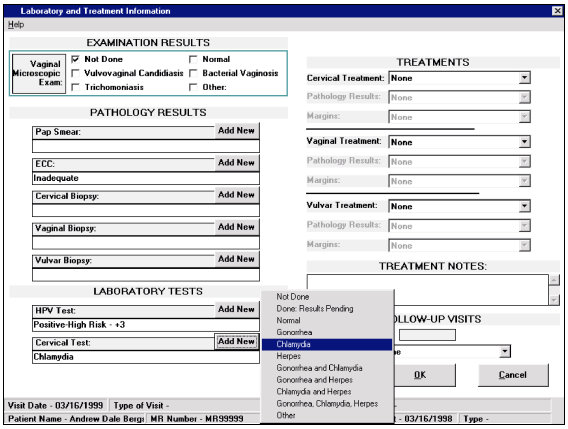


Fig. 2.40

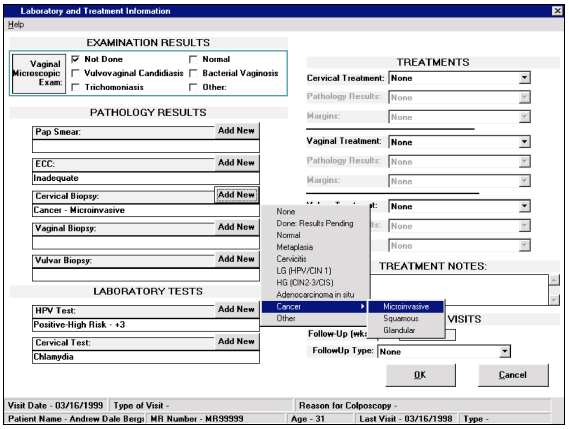


Fig. 2.41

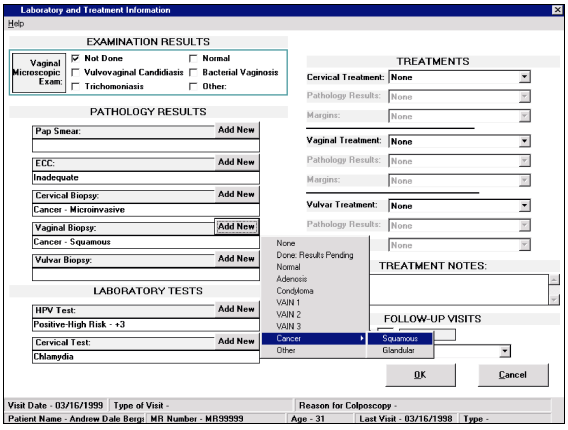


Fig. 2.42

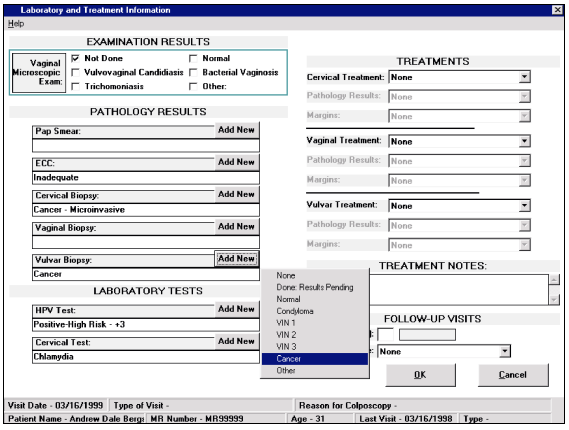
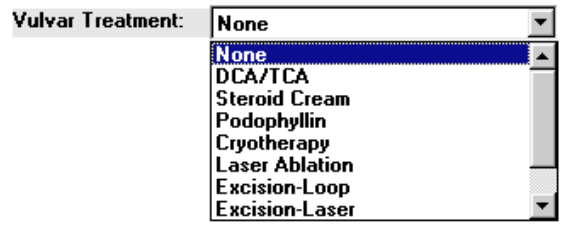


Fig. 2.43

Click here to return to the Table of Contents


Vulvar Treatment:
None
None
DCA/TCA
Steroid Cream
Podophyllin
Cryotherapy
Laser Ablation
Excision-Loop
Excision-Laser

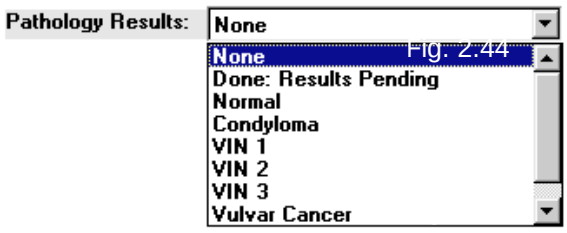
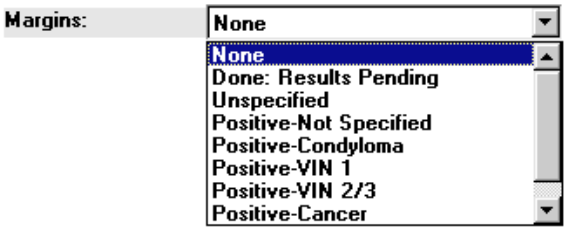
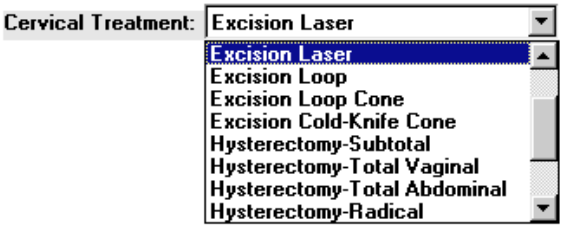
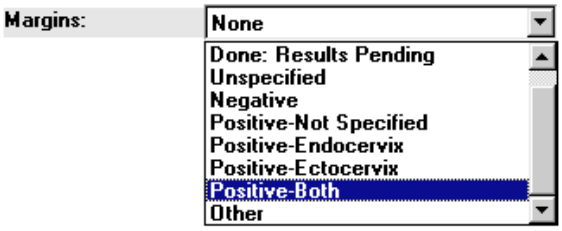
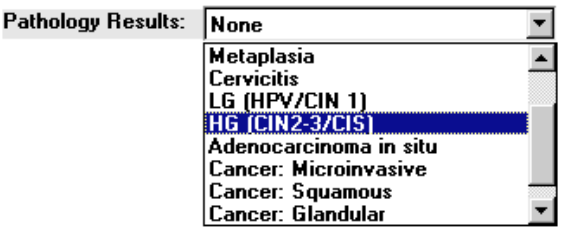

Pathology Results:
None
None
Done: Results Pending
Normal
Condyloma
VIN 1
VIN 2
VIN 3
Vulvar Cancer

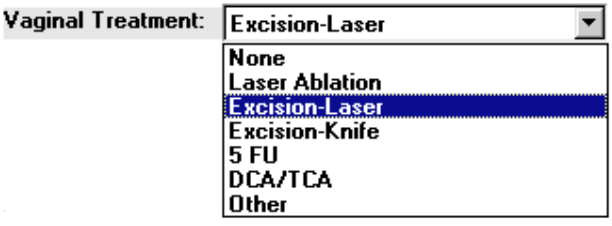
Fig. 2.44

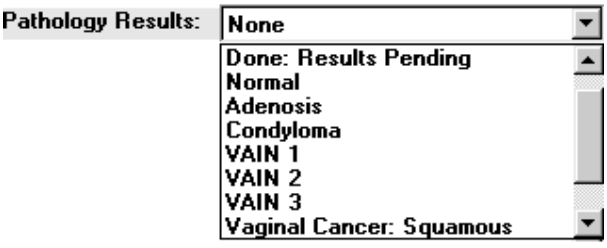

Margins:
None
None
Done: Results Pending
Unspecified
Positive-Not Specified
Positive-Condyloma
Positive-VIN 1
Positive-VIN 2/3
Positive-Cancer


Cervical Treatment:
Excision Laser
Excision Laser
Excision Loop
Excision Loop Cone
Excision Cold-Knife Cone
Hysterectomy-Subtotal
Hysterectomy-Total Vaginal
Hysterectomy-Total Abdominal
Hysterectomy-Radical


Margins:
None
Done: Results Pending
Unspecified
Negative
Positive-Not Specified
Positive-Endocervix
Positive-Ectocervix
Positive-Both
Other


Pathology Results:
None
Metaplasia
Cervicitis
LG (HPV/CIN 1)
HG (CIN2-3/CIS)
Adenocarcinoma in situ
Cancer: Microinvasive
Cancer: Squamous
Cancer: Glandular


Vaginal Treatment:
Excision-Laser
None
Laser Ablation
Excision-Laser
Excision-Knife
5 FU
DCA/TCA
Other


Pathology Results:
None
Done: Results Pending
Normal
Adenosis
Condyloma
VAIN 1
VAIN 2
VAIN 3
Vaginal Cancer: Squamous

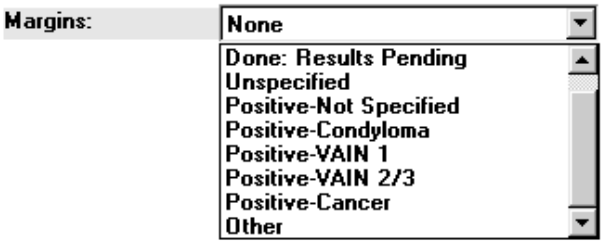


Fig. 2.52

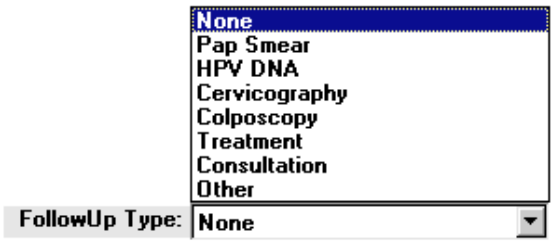


Fig. 2.53

Click here to return to the Table of Contents

SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

To Update Laboratory and Treatment Information

- Select the desired patient. The **Patient Visit Information** screen will appear.
- Click to highlight the desired visit
- Click on Update Lab Results . The **Laboratory and Treatment Information** screen for the selected visit will appear, including the visit date (Fig. 2.54).

Laboratory and Treatment Information screen

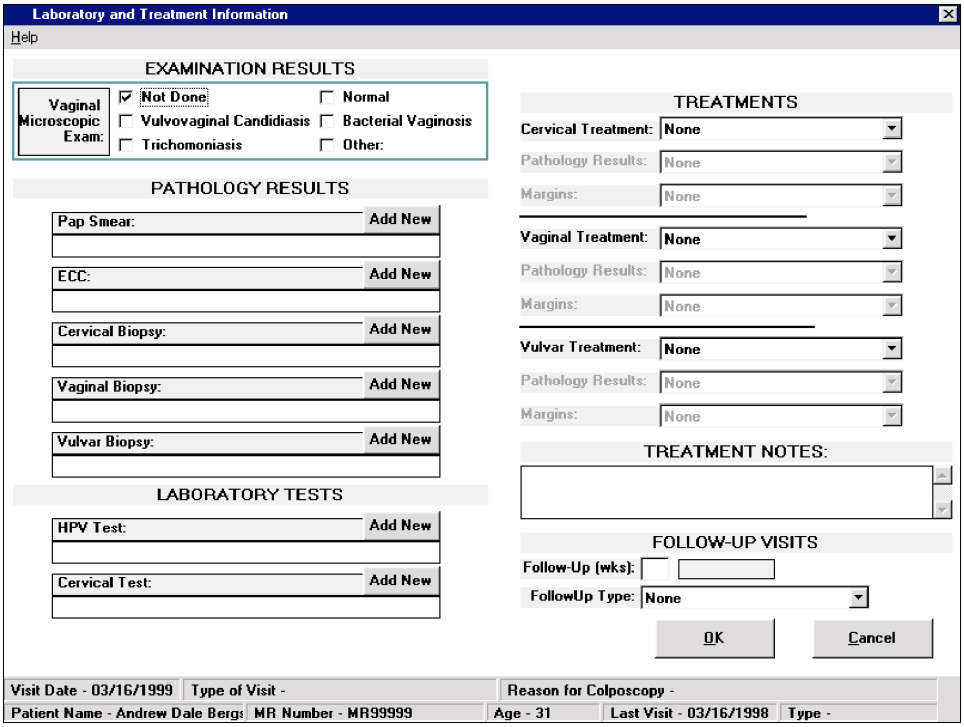


Fig. 2.54

The **Results Date** will display the current date - highlighted, including an active prompt. Type over (if necessary) to enter correct date of results.

- Enter active fields as necessary to update patient records. Enter notes on Page 2-26. Enter Follow up Wks. or Follow Up Type . These will be automatically entered to "Visits to Arrange" Report. See Page 2-26.

All data entered will become a permanent part of the **Patient Laboratory and Treatment Information** file and will be automatically entered in the **Patient History** section including the date of the report or result.

- Click OK. The Patient Visit Control screen will appear.
- Click on OK to **SAVE** all the data entered. The **Select Patient** screen will appear.

Click here to return to the Table of Contents

REVIEW PREVIOUS VISIT(S)

- Select desired Patient. The **Patient Visit Control** screen will appear (Fig. 2.55).

Patient Visit Control screen

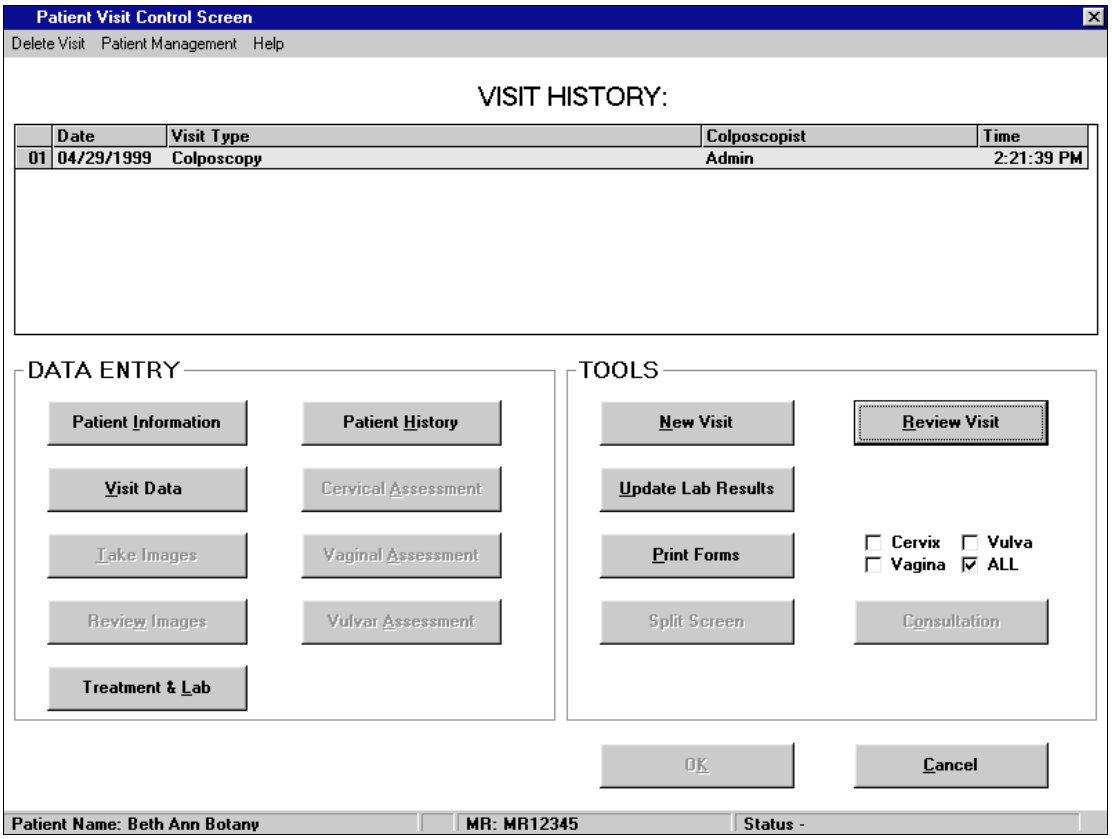


Fig. 2.55

- Click to highlight the desired visit.
- Click on Review Visit to activate selected visit data.

In any order:

- Click on Patient Information to review and/or edit. Click OK to return to **Patient Visit Control** screen, this will save all entry edits.
- Click on Visit Data to review. Click on Cancel to return to **Patient Visit Control** screen.
- Click on Patient History to review and/or edit. Click on OK to return to **Patient Visit Control** screen, this will save all entry edits.
- Click on Treatment and Lab to review. Click on Cancel to return to **Patient Visit Control** screen.

Click here to return to the Table of Contents

- Click on **Cervical Assessment** or **Vaginal Assessment** or **Vulvar Assessment** to review.
- Click on OK to return to **Patient Visit Control** screen.

NOTE: Colposcopy Image Annotation screens for Cervix, Vagina and Vulva may be accessed for review by the individual assessment screens. Cervix, Vagina and Vulva may also be accessed from each other.

- Click on Image Annotation to review Colposcopy Image Annotation screens. The Cervix screen will appear first. Click Vagina or Vulva or Cervix again, in any order at any time to review. Click on OK to return to **Patient Visit Control** screen.
- Click on OK to return to **Patient Visit Information** screen
- Click on Review Images to Review or Print or Save (to disk) all visit images or copy to split screen. (See Print and Save to Disk, Pages 4-?? and 4-??).

DELETE VISIT(S)

To delete a visit:

- Click on to highlight visit to be deleted.
- Click on Delete Visit located in the upper left portion of the computer screen. A question box will appear requesting confirmation to delete the selected visit.
- Click on Yes . The visit will be deleted.

NOTE: Deleting one or all visits will not delete the patient from the system data base.

To delete a patient, refer to Delete a Patient, Page 2-5.

Click here to return to the Table of Contents

VISIT DATA SCREEN

To enter visit data prior to an exam, following an exam and to edit data of stored visits:

Pre Visit Data Entry

- Select Patient. **Patient Visit Control** screen will appear.
- Select New Visit . New Visit screen will appear.
- Enter desired data.
- Select OK . **Visit Data** screen will appear.
- Enter desired data.
- Select OK . **Patient Visit Control** screen will appear.
- Proceed to complete visit

  or

  To save entered data and to leave visit **open** for subsequent completion
- Select Final Save File . **Select Patient** screen will appear.

To proceed with open visit

- Select Patient. **Patient Visit Control** screen will appear.
- Select New Visit . **New Visit** screen will appear (previously entered data will be displayed)
- Enter new or edit existing data (if necessary).
- Select OK . **Visit Data** screen will appear (previously entered data will be displayed).
- Enter new or edit existing data (if necessary).
- Select OK . **Patient Visit Control** screen will appear.
- Proceed to complete visit.

Click here to return to the Table of Contents

SECTION 2

OPERATOR INSTRUCTIONS Patient Management and Data Entry

To enter new or edit existing data to the Visit Data screen of a stored visit:

- Select patient. **Patient Visit Control** screen will appear.
- Select the desired visit.
- Select Review Visit.
- Select OK. The **Visit Data** button will become active.
- Select Visit Data . The **Visit Data** screen for the selected visit will appear. Enter new or edit existing data as necessary
- Select OK . The **Patient Visit Control** screen will appear.
- Select OK. The **Visit Data** screen will be permanently updated.

NOTE: Following the Patient's initial visit, the **Visit Data** screen will display the previous visit entries in Red Type.

The **Reason for Colposcopy and Last Menstrual** Period fields will be blank for entry during the current visit.

Entries appropriate for the current visit may be left unchanged. Proceed to delete (click on once to highlight) and enter correct data.

NOTE: Any visits left open for subsequent completion and NOT completed during the same day (by the system's clock) will be automatically closed and posted as a visit. This incomplete visit should be deleted in order to preserve the integrity of the patient's file.

For a visit to be complete, there must be activity in the **Take Images** or **Treatment and Lab** features.

Click here to return to the Table of Contents

Acquire Images

- Click on Take Images to proceed with current visit. The **Acquire Images** screen will appear (Fig. 3.1)

Acquire Images screen

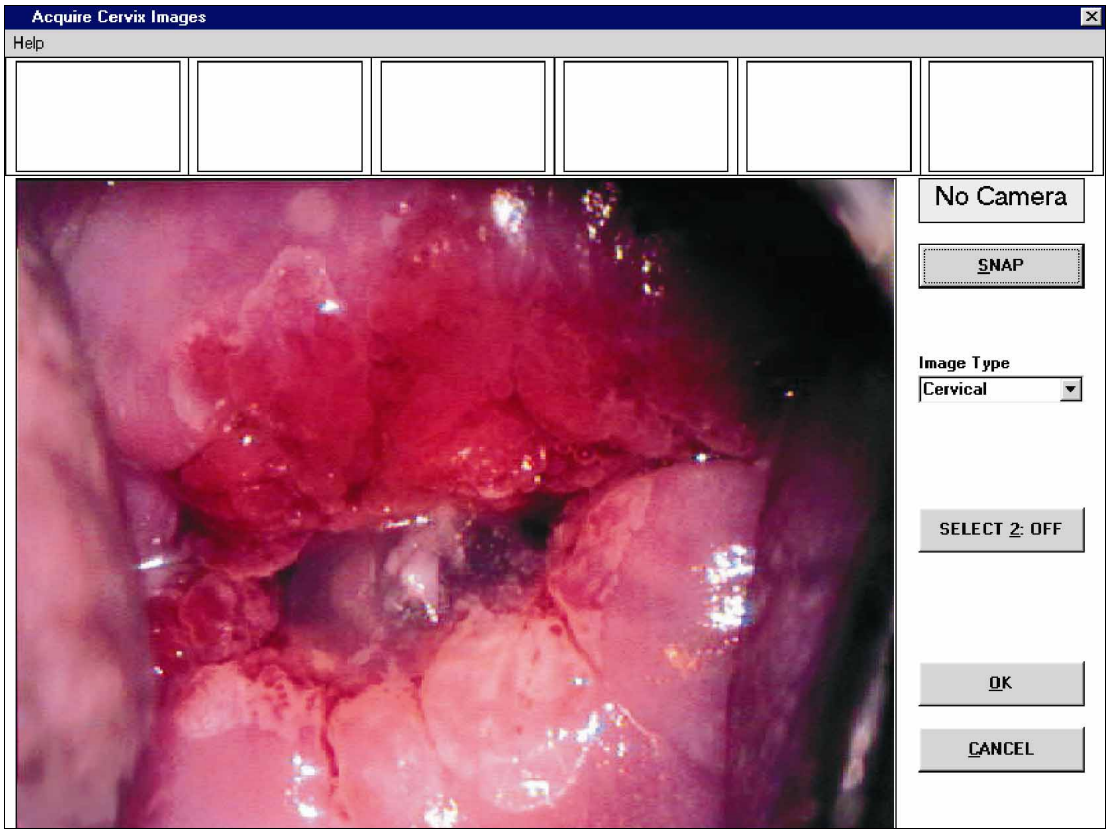


Fig. 3.1

1. The system will be in Live mode.
2. Adjust scope for optimum focus and light. The live image will be in the full screen.
3. The default setting for Image Type (Cervical) will be displayed.
4. Click on ▼ to select Vaginal or Vulvar to change, if required.

Click here to return to the Table of Contents

- Click Snap. The Live button will turn to Snapped. The full screen image is then frozen and its miniature will appear in the box at the top left of the screen.

NOTE: Mouse use for **SNAP** commands can be replaced with use of manual or buttons on the back of the colposcope. To activate • Click ○ ON in Foot Switch box on System Setup Information screen, Page 1-2.

- Click Live to return to live mode.

- Click Snap to acquire a second image. Repeat the process until the desired number of images are acquired (six maximum per type). Two images are required to complete the **Colposcopy Assessment and Graphics** forms (Fig. 3.4). **These will be the Selected Images**.

NOTE: At any time, **while in the live mode**, any acquired image can be replaced with other (live) images by clicking on the image (box) to be replaced. **Select** the images (maximum of two) to be displayed in **Colposcopy Assessment and Graphics** forms **before** changing image Type or exiting mode.

- Click Select 2 **Off**. The button will change to Select 2 **On** and a message box will appear including instructions to select the best two images for display (the **Selected** Images).

- Click on each of the images (box) to be selected. A blue frame will surround each box.

NOTE: The **selected image(s)** are for initial display. These may be subsequently **replaced before the visit is saved** by any of the other images acquired during this series.

- Click on ▼ to select Cervical, Vaginal or Vulvar **at any time** during this image acquisition sequence to change for capture and storage in correct Image Type file. The acquired images (boxes) will turn blank to permit capture of newly selected Image Type.

NOTE: Image(s) for **Colposcopy Assessment and Graphics** form displays must be **selected** before changing Image Type or exiting mode. A maximum of six images for each type can be stored including the selected two for display. If only one image is **selected**, only one will be initially displayed in the assessment and graphics forms. A second may be **selected** subsequently (See Selection, Marking and Display of Images, Page 6)

Following Image capture and **selection**:

- Click on OK. The images will be stored according to Type.

- The **Patient Visit Control** screen will appear (Fig. 3.2)

NOTE: It is not necessary to complete taking of all images of all types during initial Acquire Images sequence. To continue taking images or to change image, following return to the **Patient Visit Control** screen, • Click Re-Take Images . The **Acquire Images** screen will appear displaying the status of the last image type taken in that series. If in the correct type mode, proceed to acquire images or click on ▼ of the correct type and proceed to acquire images. All images, for all types can be added to or retaken and selected for display in the assessment forms. • Click on Done to return to the **Patient Visit Control** screen, Fig. 3.2 The Re-Take Images feature can be used until the visit in terminated and **saved** (Final Save File).

Click here to return to the Table of Contents

SECTION 3

OPERATOR INSTRUCTIONS

Patient Visit Control screen

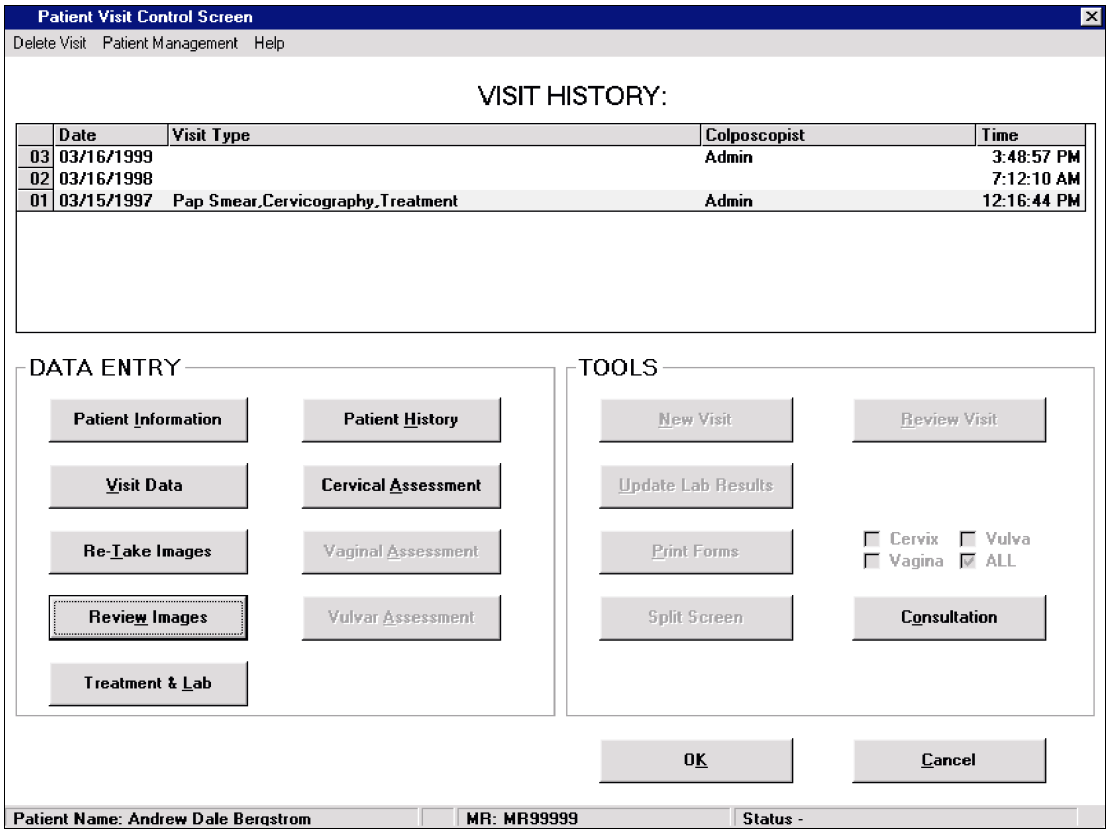


Fig. 3.2

In any order:

- Click on Cervical Assessment to proceed with Colposcopy Assessment (Cervix) (Fig. 3.3)

  or

- Click on Vaginal Assessment to proceed with Colposcopy Assessment (Vagina) (Fig. 3.14)

  or

- Click on Vulvar Assessment to proceed with Colposcopy Assessment (Vulva) (Fig. 3.23)

NOTE An assessment button will only be activated if images have been acquired and selected for that type.

- Click on Re-Take Image if necessary. See Note, Page 3-2.

Click here to return to the Table of Contents

Colposcopy Assessment Form (Cervix)

NOTE: These instructions apply to Cervix, Vagina and Vulva

The data footer will display: Patient MR Number
Patient Age
Current Visit Date & Type
Colposcopist Name - Current Visit

The **two Selected** images will be displayed.

Images may be reviewed in Full Screen size at any time. Biopsy sites may be marked before, during or after completing data entry (see Data Entry, Page 3-7). (Biopsy site markings should be made on full screen size images before the visit is saved.) **Selected** images may be replaced with other images acquired in this sequence for **Colposcopy Assessment** Form display. (See Selection, Display and Marking of Images, Page 3-6.)

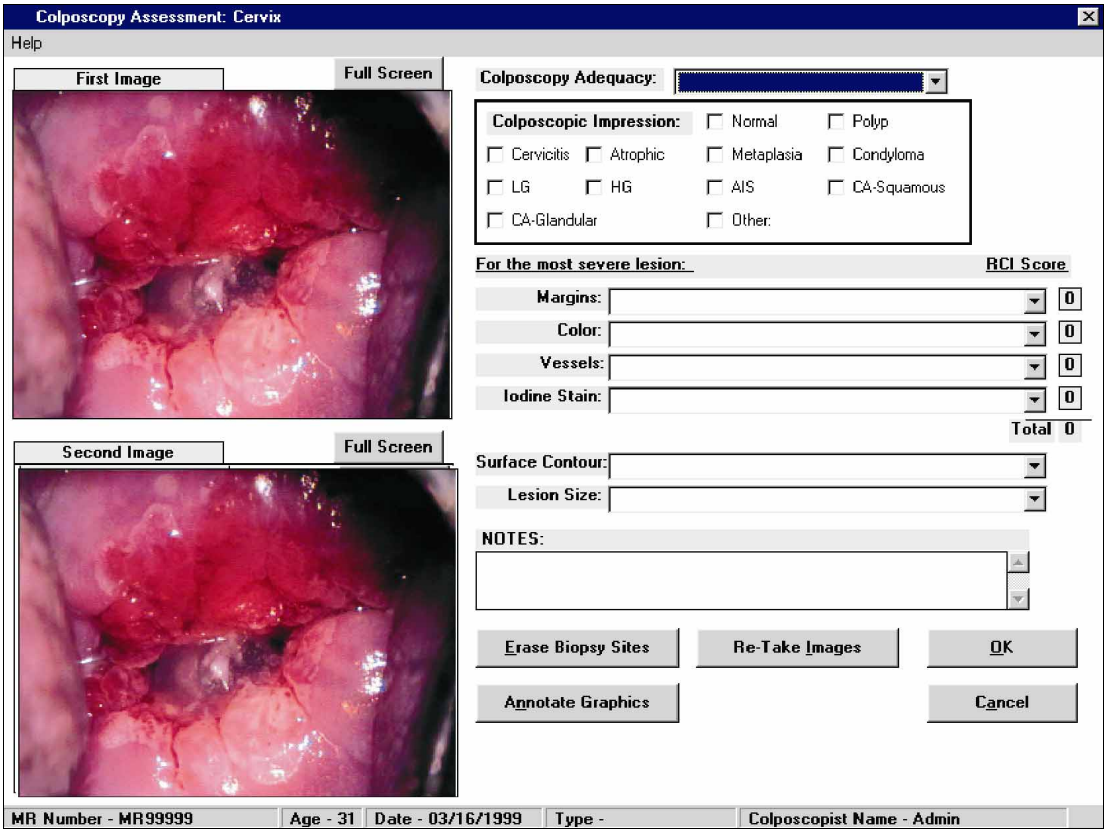


Fig. 3.3

NOTE: Biopsy Site markings will be displayed on Images on **Colposcopy Assessment** form and **Colposcopy Graphics Annotation** form.

Click here to return to the Table of Contents

NOTE: These instructions apply to Cervix, Vagina, and Vulva

Selection, Display and Marking of Images

- Click on Full Screen on either **First Image or Second Image** for full screen review, biopsy site marking and/or changes of **Selected** images for **Assessment** and **Graphic Annotation** form displays.

- All images acquired in this Image Type sequence are displayed. The first **Selected** image (icon) is framed in light blue - the second in dark blue. The image (icon) that is currently displayed in full screen size is outlined in black. • Click any image (icon) to display that image in full screen size.

- Click anywhere on full screen size image to mark sequentially numbered biopsy sites. **Biopsy sites can be marked only on both First and Second Selected Images**. (Maximum of ten per Image Type sequence.) Biopsy sites can be marked alternately on both selected images by clicking on the icon to display in full screen.

- Click Biopsy Menu, Erase Biopsies to delete Biopsy site markings on this image.

NOTE: Biopsy Sites can be erased only on this screen or Colposcopy Assessment screen and only during Live Visit mode. Saved Biopsy Site Markings cannot be erased.

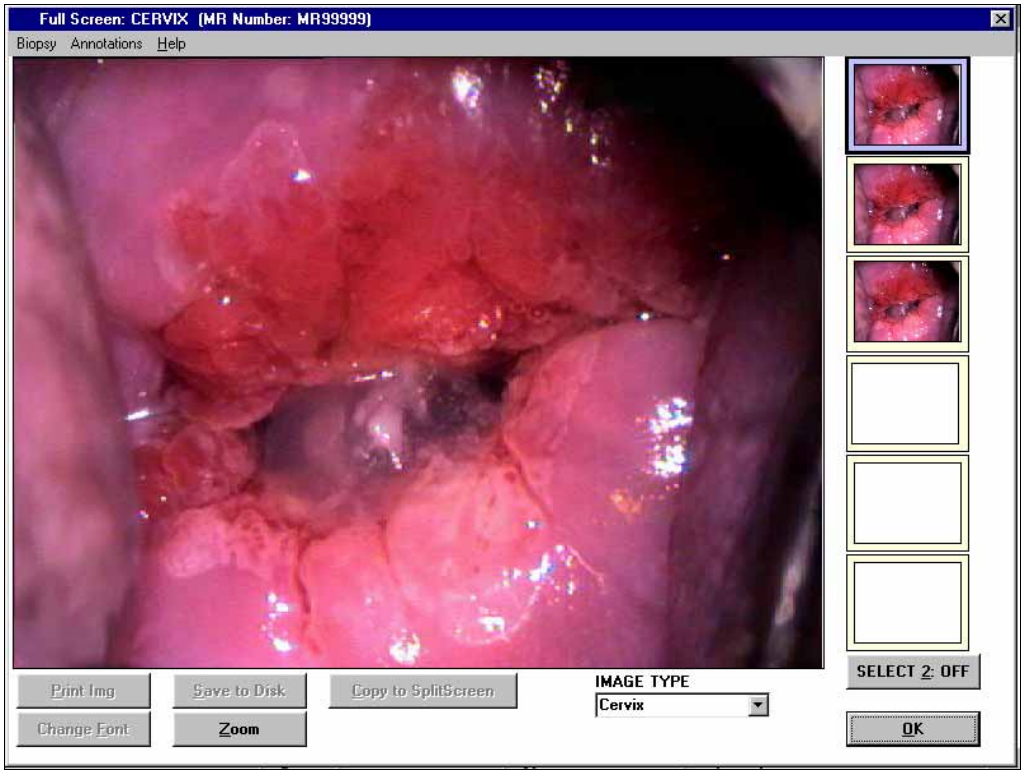


Fig. 3.4

NOTE: While in the full screen mode, images can be Annotated - See Text and Graphics (Annotations), Page 3-21.

Click here to return to the Table of Contents

NOTE: These instructions apply to Cervix, Vagina and Vulva**.**

Selection, Display and Marking of Images

- Click on Select 2 **Off** to change **Selected** images for display in **Colposcopy Assessment and Graphic Annotation** forms. The button will change to Select 2 **On** . A message box will appear requesting that new "best" image(s) be selected.

- Click on desired image(s) (icon) to replace **Selected** image(s). Light blue and dark blue frames will now outline the newly selected **first and second** images respectively. These will now be displayed on the **Colposcopy Assessment and Graphic Annotation** Forms.

NOTE: Biopsy markings on original **Selected** images will be deleted. New biopsy sites must be marked on newly **Selected** images.

- Click *Zoom* to double size at any time.

- Click on ▼ or ▲ or hold down to incrementally pan image.

- Click on, hold down and move ▢ on vertical or horizontal frame to pan image.

- Click on Zoom to return to normal full screen size.

- Click on ▼ to select Cervical, Vaginal, or Vulvar to alternately display all images (in Full Screen size) of each type acquired in the visit sequence.

- Click OK to return to the Colposcopy Assessment Form. (Fig. 3.3, Page 3-4). Proceed with Data Entry (see **Data Entry**, Page 3-7)

or

- Click Annotate Graphics . The Colposcopy Graphic Annotation screen will appear, Page 3-13.

NOTE: While in the full screen mode, images can be Annotated - See Text and Graphics (Annotations), Page 3-21.

Click Re-Take Images if necessary to retake or complete taking images of **this** type. The **Acquire Images** screen will appear in live mode. The Images (icon) previously taken in this sequence will be displayed including **selections**. Proceed to retake or complete taking images. • Click Select 2 **OFF** button to change **selected** images. Click Done to return to **Colposcopy Assessment** screen.

Click here to return to the Table of Contents

Colposcopy Assessment Form - Cervix (Fig. 3.5)

Data Entry

The data header will display: Patient MR Number
Patient Age
Current Visit Date & Type
Colposcopist Name - Current Visit

Colposcopy Assessment screen- Cervix

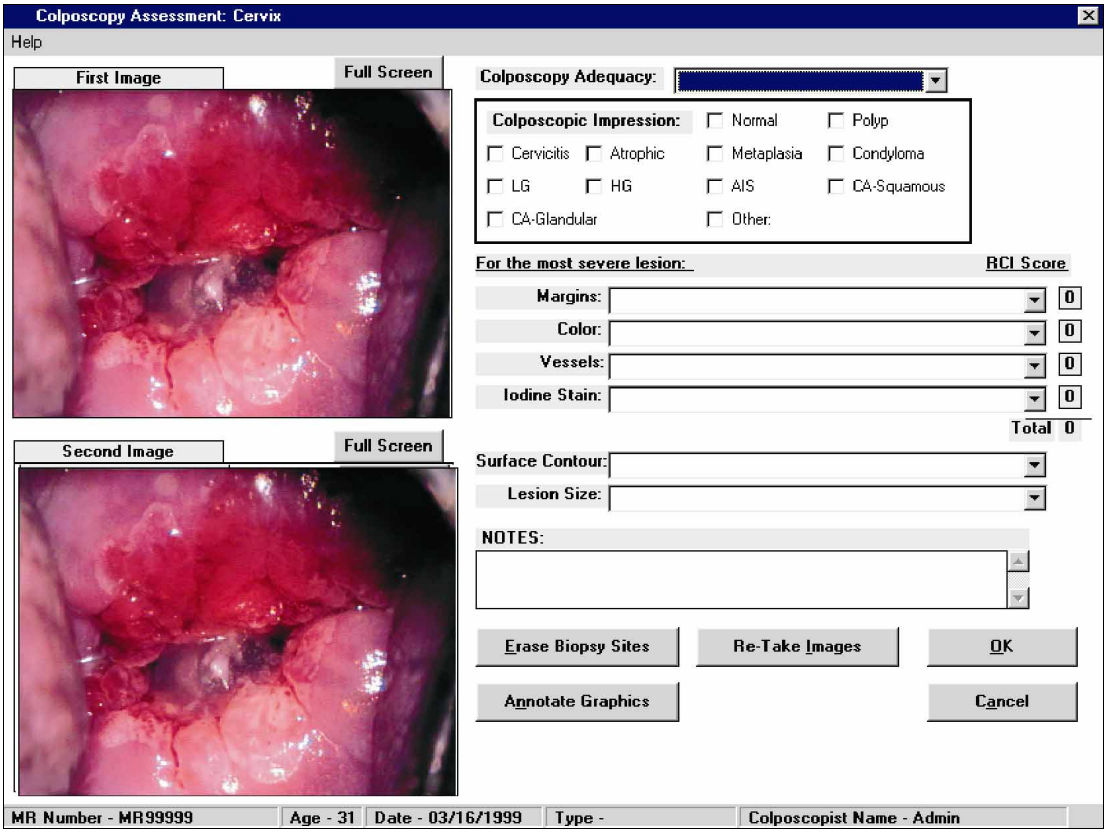


Fig. 3.5

Colposcopy Adequacy must be completed to complete with the visit. Click on ▼ to display the multiple choice pull-down menu. Click on selected choice to enter. Selection of "other" will display 40 character typing box.

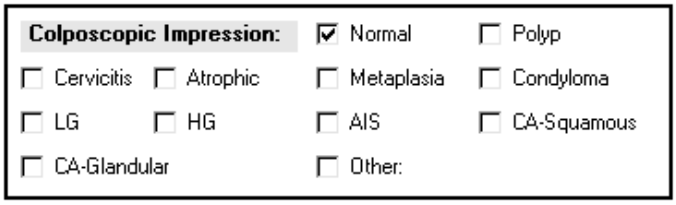
Display of menus continue on next page.

Click here to return to the Table of Contents

Colposcopy Assessment Form - Cervix

Data Entry

Colposcopic Impression: ✓ **Normal** is default setting. If correct, proceed to following section. **Normal** cannot be selected in conjunction with any other condition. **Polyp, Cervicitis, Atrophic and Metalplasia** can be selected in any combination. Only one selection can be made from **Condyloma** through **Cancer**. **AIS** can be selected with any other selections. Selecting **Other** will display 40 character typing box.



Margins, Color, Vessels and Iodine Stain will automatically receive an individual RCI (Reed Index) score according to degree of response and totaled on visit file.

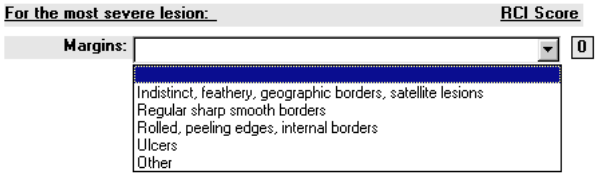


Fig. 3.7

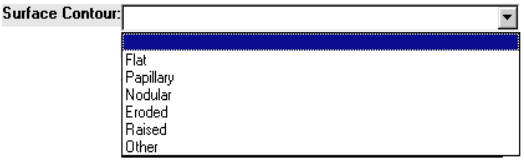


Fig. 3-11

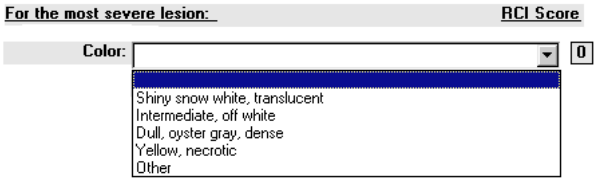


Fig. 3.8

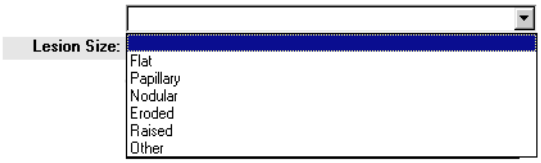
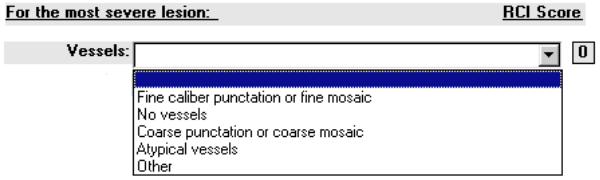
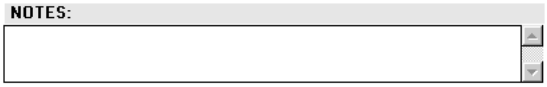
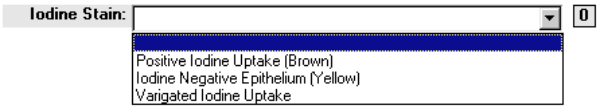


Fig. 3-12







Colposcopy Assessment Form - Vagina (Fig. 3.14)

Data Entry

The data footer will display: Patient MR Number
Patient Age
Current Visit Date & Type
Colposcopist Name - Current Visit

Colposcopy Assessment - Vaginal

Fig. 3.14

Colposcopy Adequacy must be completed to continue with the visit. Click on ▼ to display the multiple choice pull-down menu. Click on selected choice to enter. Selection of "other" will display 40 character typing box.

Click here to return to the Table of Contents

Colposcopy Assessment Form - Vagina

Colposcopic Impression: ✓ **Normal** is default setting. If correct, proceed to following section. **Normal** cannot be selected in conjunction with any other condition. **Vaginitis, Adenosis** and **Atrophic** can be selected alone or in any combination.
Only one selection can be made from **Condyloma** through **Cancer**. Selection of other will display 40 character typing box.

Margins, Color, Vessels and Iodine Stain will automatically receive an individual RCI (Reed Index) score according to degree of response and totaled on visit file.

Total Lesions: Default is 0. Click on box to highlight and type over with quantity.

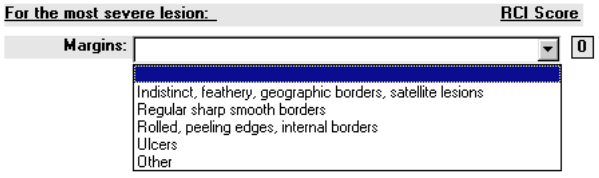


Fig. 3.15

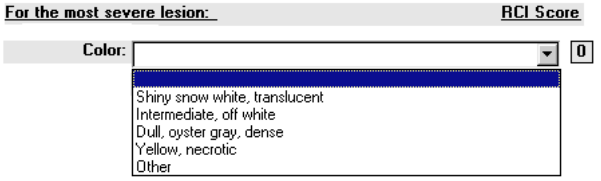


Fig. 3.16

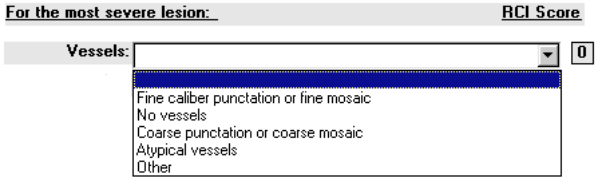
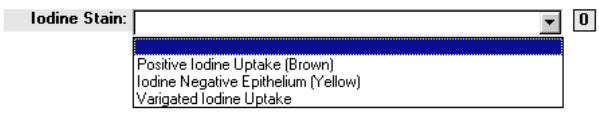


Fig. 3-17



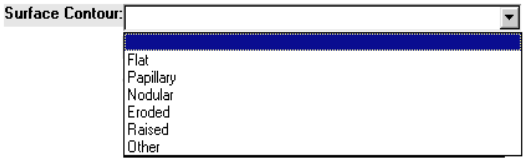


Fig. 3-19

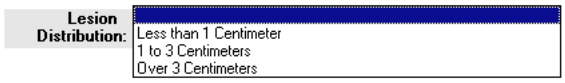


Fig. 3-20

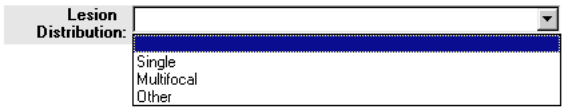
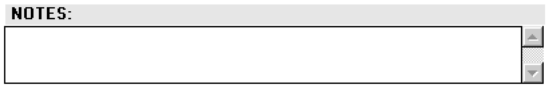
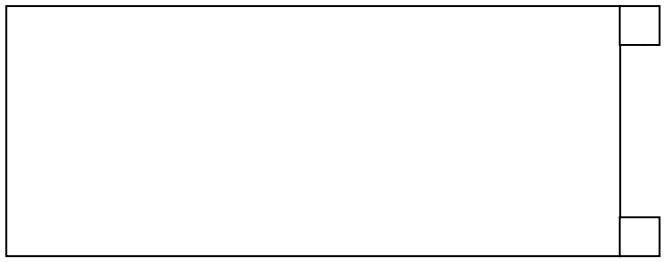


Fig. 3-21





Colposcopy Assessment Form - Vulva (Fig. 3.23)

Data Entry

The data footer will display: Patient MR Number
Patient Age
Current Visit Date & Type
Colposcopist Name - Current Visit

Colposcopy Assessment - Vulva

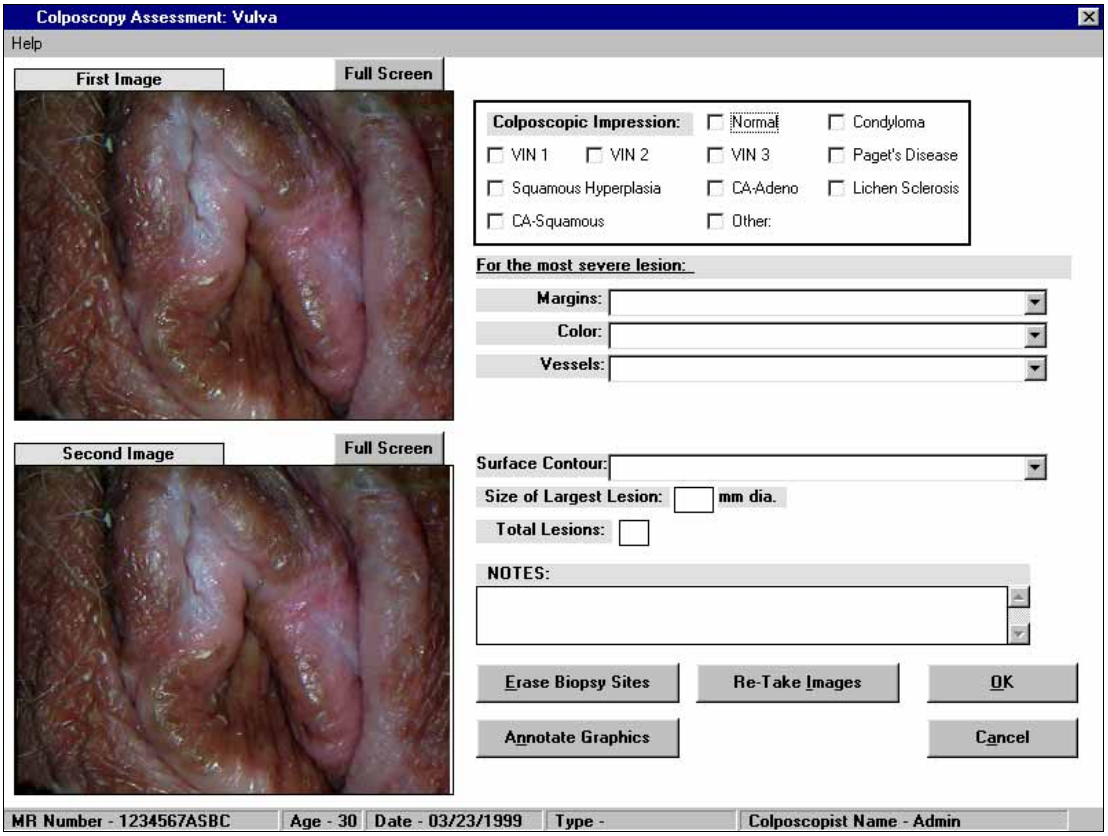


Fig. 3.23

Display of menus continue on next page.

Click here to return to the Table of Contents

Colposcopy Assessment Form - Vulva

Colposcopic Impression:
✓ **Normal** is default setting.
If correct, proceed to following section.
Normal cannot be selected in conjunction with any other condition. **Squamous Hyperplasia, Lichen Sclerosis and Paget's Disease** can be selected alone or in any combination. Only one selection can be made from **Condyloma** through **Cancer**.

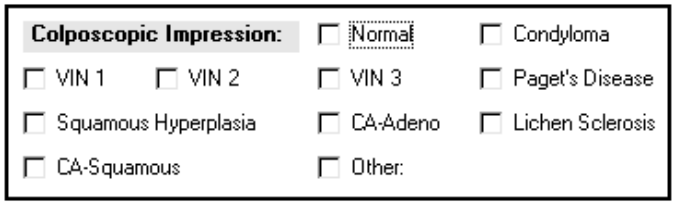


Fig. 3-24

Selection of **other** will display 40 character typing box.

Size of Largest Lesion: 0 is default setting. • Click on box to highlight and type over with correct dimension (mm).

Total Lesions: Default is 0 . Click on box to highlight and type over with quantity.

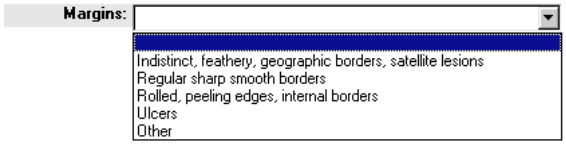


Fig. 3-25

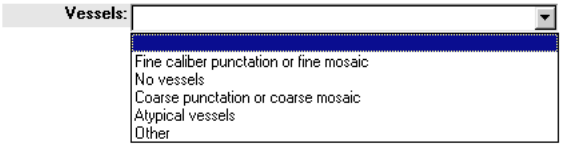


Fig. 3-26

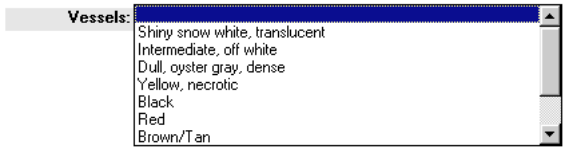


Fig. 3-27

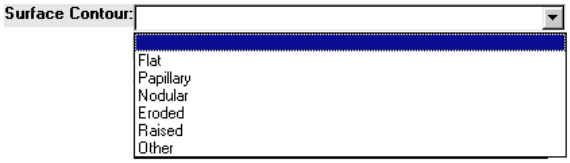
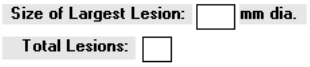


Fig. 3-28



NOTES: Notes will be saved and permanently included as part of this visit file. Up to the first eight lines will be automatically copied and printed in the **Colposcopy Procedure** forms. Type four **** (asterisks) to end printing of less than eight lines.
• Click ▼ or ▲ to scroll through complete box when reviewing.

Click here to return to the Table of Contents

Colposcopy Graphic Annotation screen - Cervix

Selection, Display and Marking of Images

The **Selected** images from the Colposcopy Assessment Form will be displayed including **Biopsy Site** Markers and **Annotations**.

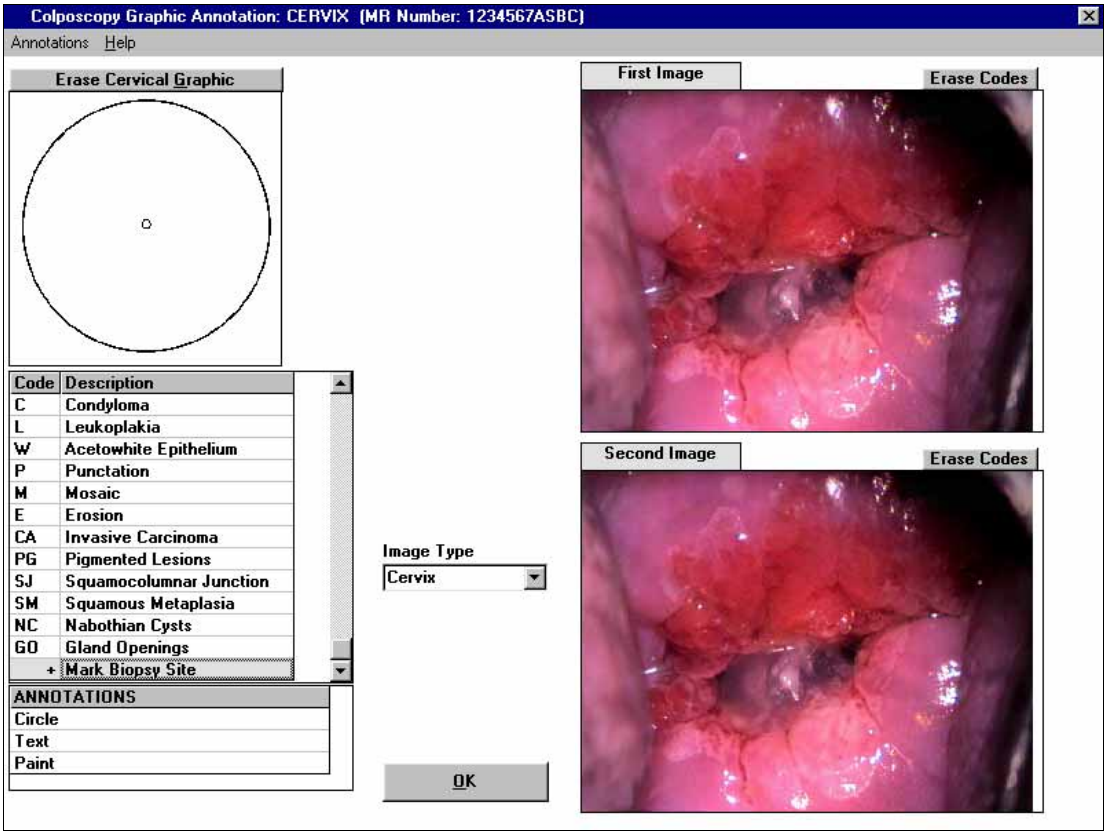


Fig. 3.29

+Mark Biopsy Site will appear as the default setting in the condition code and description box for graphic presentations. • Click on desired points to mark biopsy site(s) on Graphic. Biopsy site numbers will ascend from last biopsy site number applied in **Colposcopy Assessment** form to a maximum of 10 per visit.

- Click **Code or Description** to highlight. • Click on desired points on Cervix Graphic or Images. Codes applied to Images will also appear on Colposcopy Assessment form.

Annotations

- Click **Circle, Text, Paint** to select and apply annotations to Graphic. See Text and Graphics (Annotations) Instructions, Page 3-21.

Click here to return to the Table of Contents

Colposcopy Image Annotation screen - Cervix

Selection, Display and Marking of Images

- Click Annontations Menu, Hide Annontations to temporarily hide Annotations on both Graphic and Images.
- Click on Annotations Menu, Display Annotations to restore.
- Click on Erase Codes to delete markings on images.
- Click on Erase Cervical Graphic to erase all markings on Graphic.
- Click OK to return to Colposcopy Assessment Form.

  or

- Click Image Type drop down bar to select Cervical, Vaginal or, or Vulvar to review and/or annotate each **Colposcopy Graphic Annotation** form of the same visit at any time.

NOTE: All markings must be **SAVED** along with other visit data to become a permanent part of the visit file.

- Click OK to return to **Colposcopy Assessment Form**
- Click OK to return to **Patient Visit Control** screen

NOTE: Following satisfactory completion of Assessments and Annotations
- Click on Final Save File to save and permanently enter all images, annotations and data acquired to the visit file.

Codes and Annotations applied to the Graphic will be copied to and printed on the Colposcopy Procedure Form.

Click here to return to the Table of Contents

Colposcopy Image Annotation screen - Vulva and Vagina

NOTE: Instructions for Vulva and Vagina are identical to those for Cervix. Only the Graphic representations for each are different (see Figs. 3.30 and 3.31)

Selection, Display and Marking of Images

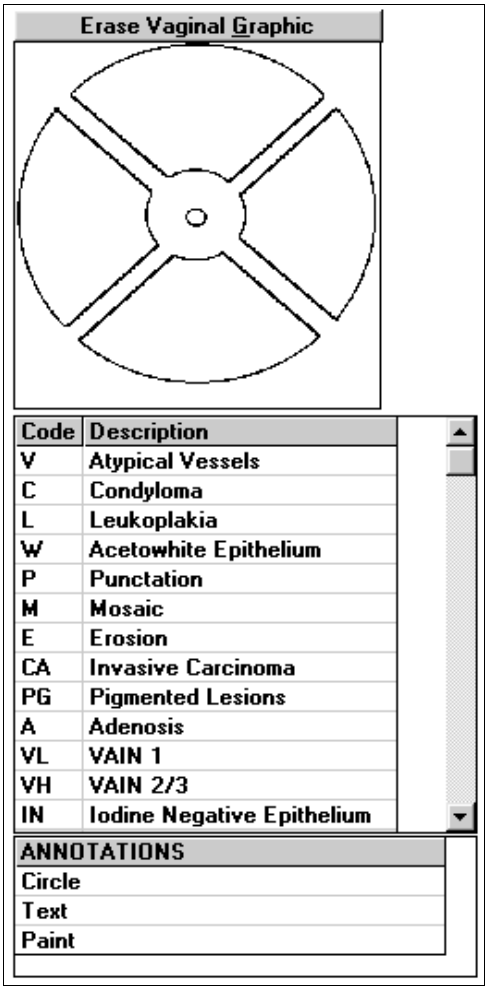


Fig. 3.30

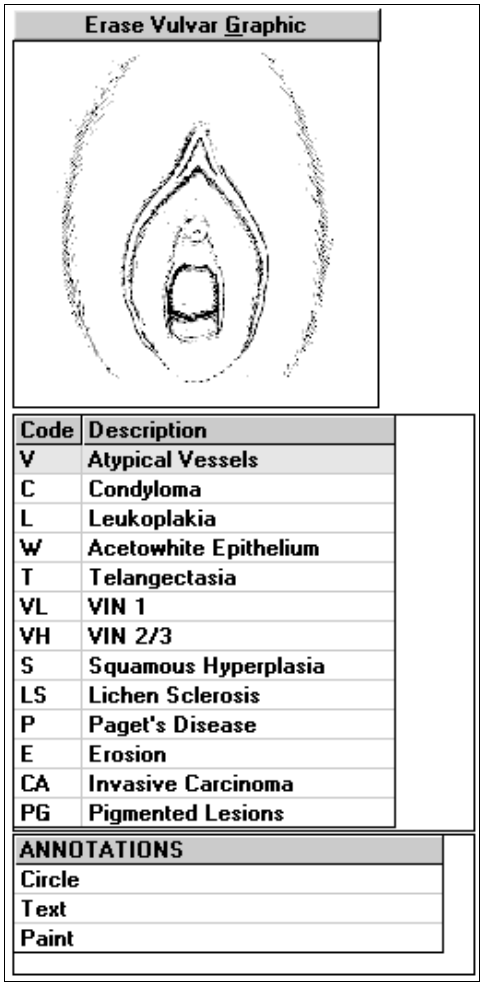


Fig. 3.31

Codes and Annotations applied to the Graphic will be copied to and printed on the Colposcopy Procedure Form.

Click here to return to the Table of Contents

Review Images

The **Review Images** feature provides the ability to review **All Images** acquired during one visit including all biopsy site and other annotations. This feature also provides the ability to **save** (copy) any image to a floppy disk for **reproduction,** as a hard copy **print,** and/or as a projection **slide**. It also executes commands for **on-line printing** of an image and to copy images for **split screen** display.

- **Select** the desired patient. • Enter the **Patient Visit Control** screen. • Click to highlight the desired visit.
- Click on Review Visit . A message box will appear confirming that the desired visit is available for review.
- Click on OK . •Click on Review Images . The **Review Images** screen will appear.

The screen header will display the Image Type (Cervix is the default setting) and the patient MR number.

- Click on ▼ Vagina, Vulva or Cervix again, at any time, to display the **Review Images** screen for each image type.

The displayed full size image will be the "first" of the two **selected** images of the Colposcopy Assessment screen of that visit for that Image Type and will include all biopsy site markers, Text and Graphics (Annotations). Its miniature (light blue frame with black outer frame), a miniature of the "second" selected image (dark blue frame), and up to four additional miniatures of the other images acquired in that visit sequence will be displayed.

All of the displayed images may be reviewed in full size.

- Click on Hide Annotations to temporarily hide all Annotations.
- Click on Display Annotations to restore Annotations.
- Click on Hide Biopsies to temporarily hide Biopsy Site Markers.
- Click on Display Biopsies to restore the Biopsy Site Markers.
- Click on any miniature image to replace the full size image.
- Click on Zoom to enlarge the full size image.
- Click on ▼ or ▲ or hold down to incrementally pan image.
- Click on, hold down and move ▢ on vertical or horizontal frames to pan image.
- Click on Zoom to return to original size.
- Click on OK. The Patient Visit Information screen will appear.

NOTE: While in the Review Images mode, All Images may be Printed, Saved to Disk (for reproduction or other storage) and copied for Split Screen Display. See Print, Page 4-5. See Save to Disk, Page 4-1 See Split Screen, Page 3-17.

Click here to return to the Table of Contents

Split Screen

Up to 12 images can be selected for simultaneous display and comparative review. The selected images can be of any combination of the same or different patient(s) of any visit on file.

- Select the desired patient - • Enter the **Patient Visit Control** screen - • Click to highlight the desired visit
- Click on Review Visit. A message box will appear confirming that the desired visit is available for review.
- Click on OK. •Click on Review Images. The **Review Images** screen will appear (Fig. 3.33).

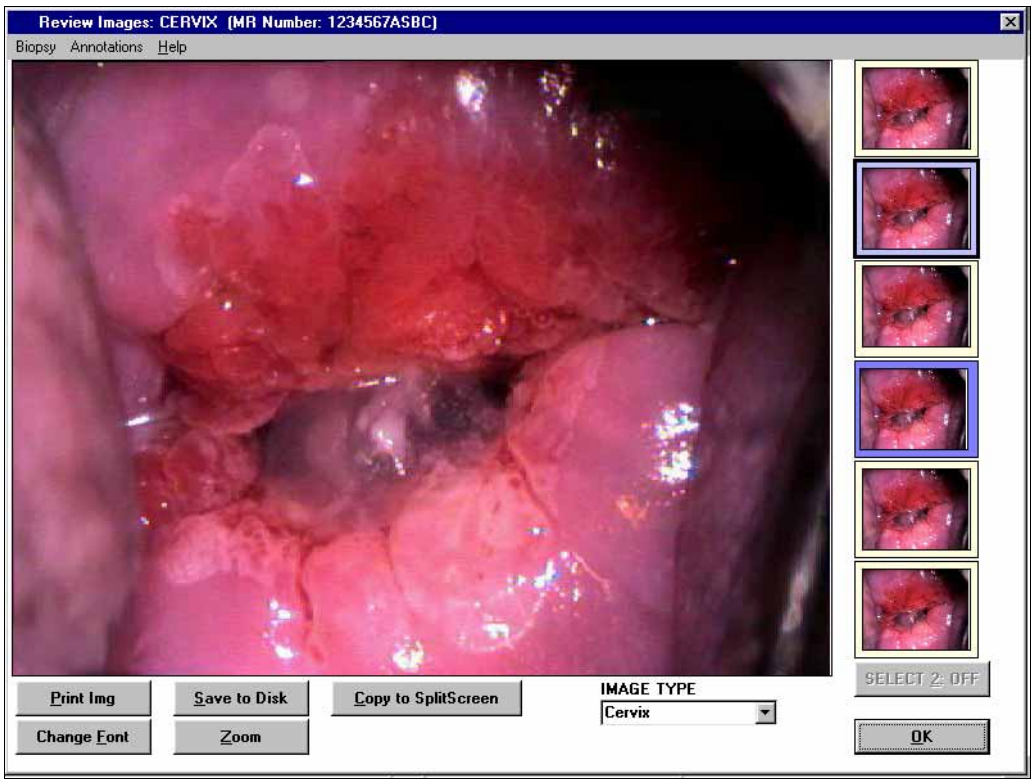


Fig. 3.33

The screen header will display the Image Type (Cervix is the default setting) and the patient MR number.

Click on ▼ to select Vagina, Vulva or Cervix again, at any time, to display the **Review Images** screen for each image type.

The displayed full size image will be the "first" of the two **selected** images of the Colposcopy Assessment screen of that visit for that Image Type. Its miniature (light blue frame with black outer frame), a miniature of the "second" selected image (dark blue frame), and up to four additional miniatures of the other images acquired in that visit sequence will be displayed.

Click here to return to the Table of Contents

Up to six images from this visit can be included in the Split Screen display. Copying for entry to the split screen must be made from the full size image.

- Click on any miniature image to replace the full size image at any time.
- Click on Image Type drop down menu to select Vagina, Vulva, Cervix again, at any time, to display the **View Images** screen for each type from the same visit.
- Click Copy to Split Screen to copy the displayed full size image for the split screen. A message box will appear indicating "Image 1 of 12 copied to split screen". The Image number will increase with each copied up to twelve
- Click on OK. The message box will disappear.

Repeat the selection and copying process until the desired number of images from this patient's visit are copied.

- Click OK. The **Patient Visit Control** screen will appear.
- Click to highlight another (of this patient's) visits and repeat the selection and copying process until the desired number of images have been copied to the split screen display (maximum of 12).

or

To Add images of other patients:

- Click Cancel. The **Select Patient** screen will appear.
- Select the desired patient • Enter the **Patient Visit Control** screen. • Click on the desired visit.

Repeat the selection process with this or other patients until the desired images are selected (maximum 12).

- Click OK. The Patient Visit Control screen will appear.

NOTE: The selection process may be terminated if less than 12 images have been selected.

- Click Split Screen . The **Split Screen** will appear displaying all the images selected in this sequence including the patient(s)' name and date of visit for each image (Fig. 3.33, Page 3-17).

NOTE: Annotations will not appear on this display. Images can be viewed with or without annotations on enlarged quarter screen and full screen displays.

Click here to return to the Table of Contents

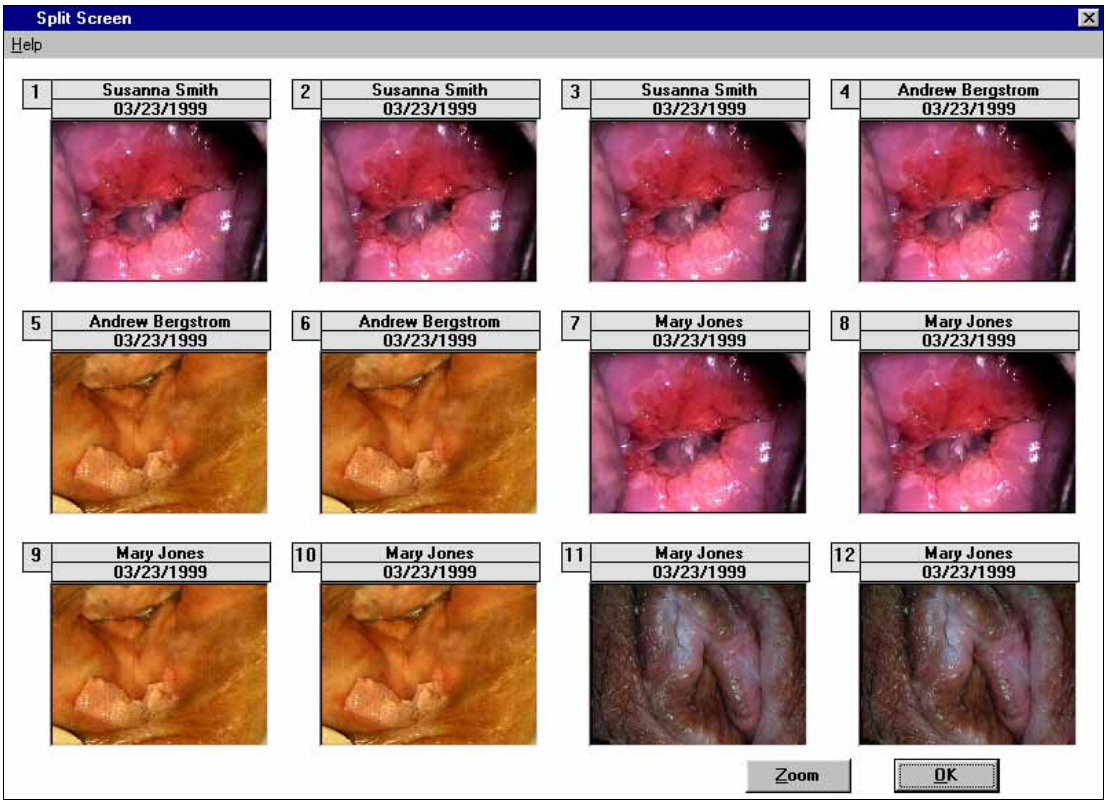


Fig. 3.34

Up to 4 images can be selected for simultaneous display and comparative review in quarter screen and individual full size.

- Click on the desired image(s) for enlarged quarter screen display. The number box will turn yellow to indicate selection.

- Click on Zoom to view the selected images. The quarter-split screen will appear (Fig. 3.35, Page 3-20). All existing annotations will appear.

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Quarter Split Screen Display

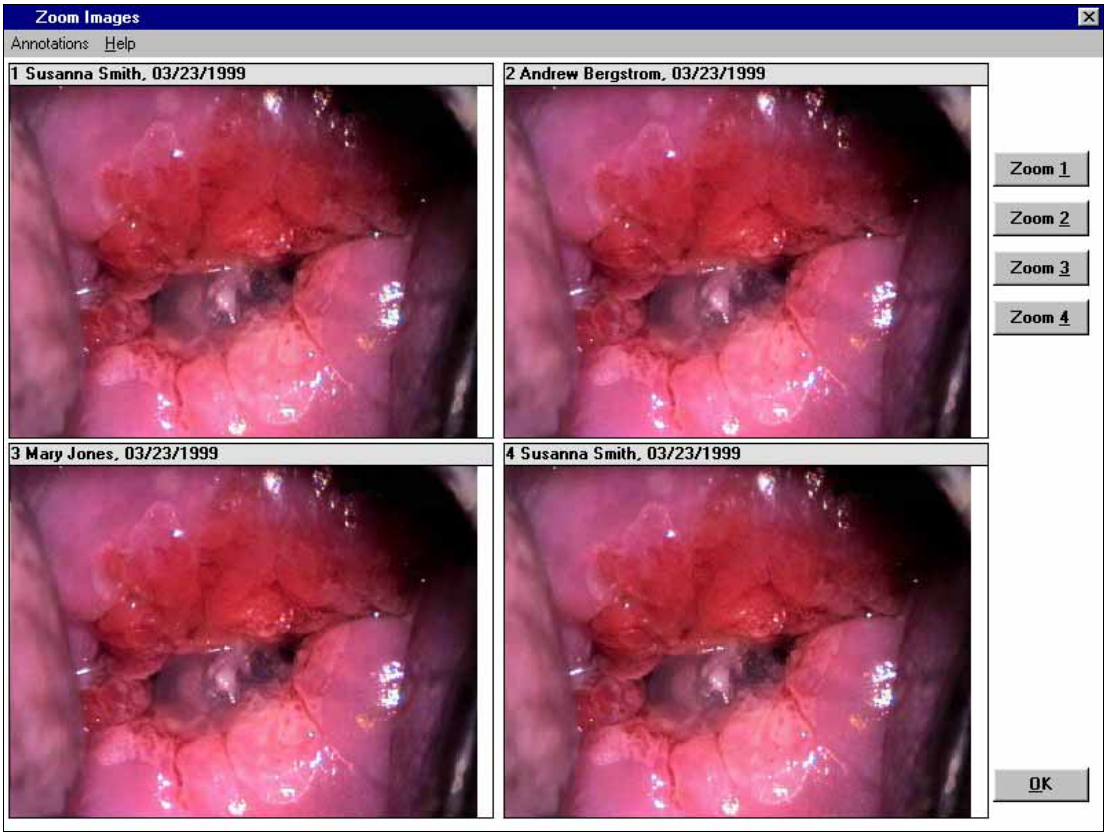

Fig. 3.35

Click Zoom 1 or Zoom 2 or Zoom 3 or Zoom 4 in any order to display the corresponding image number in **full size**.

NOTE: On quarter and full screen displays. • Click Hide Annot's to view images without annotations. • Click Display Annot's to view images including annotations.

- Click OK . The Split Screen will appear (Fig. 3.33, Page 3-17).

Repeat the selection process. Any combination of up to 4 images can be selected for split screen and individual enlarged display. Click on previously displayed image(s) to deactivate (yellow) selection.

- Click OK on Split Screen. The **Patient Visit Control** screen will appear.

Click here to return to the Table of Contents

Text and Graphics (Annotations)

The **Text and Graphics** feature provides the ability to:

- Apply alpha/numeric text
- Paint lines and areas

Circles and measurement values will be displayed in white

Text and Paint colors can be selected from 64 color palettes.

Applied text and graphics can be saved as a permanent part of the image. Annotations can be revised or added to at any time or permanently deleted at any time.

Images can be displayed and reproduced with or without the annotations.

Text and Graphics can be applied only to the **First** and **Second** (selected) **Images** acquired during a visit for the Colposcopy Assessment Form. Text and Graphics **only** can be applied to the **Colposcopy Graphics Annotation** screen.

NOTE: Annotations may be applied during the live visit mode or on visit files retrieved from storage.

To apply Text and Graphics to visit files retrieved from storage

- Select the desired patient. • Enter **Patient Visit Control** screen. • Click to highlight the desired visit.

- Click Review Visit . A message box will appear confirming that the desired visit is available for review.

- Click Cervical Assessment or Vaginal Assessment or Vulvar Assessment. The Colposcopy Assessment screen for the selected type will appear.

To apply annotations to the visit **images**:

- Click Full Screen on the **First Image** or **Second Image**. The **Full Screen** display will appear (Fig. 3.36, Page 3-22). All the images acquired in this **Image Type** sequence are displayed. The **First Selected** image (icon) is framed in light blue - the **Second Selected** in dark blue. The image (icon) currently displayed in full screen size is outlined in black.

Click here to return to the Table of Contents

Full Screen

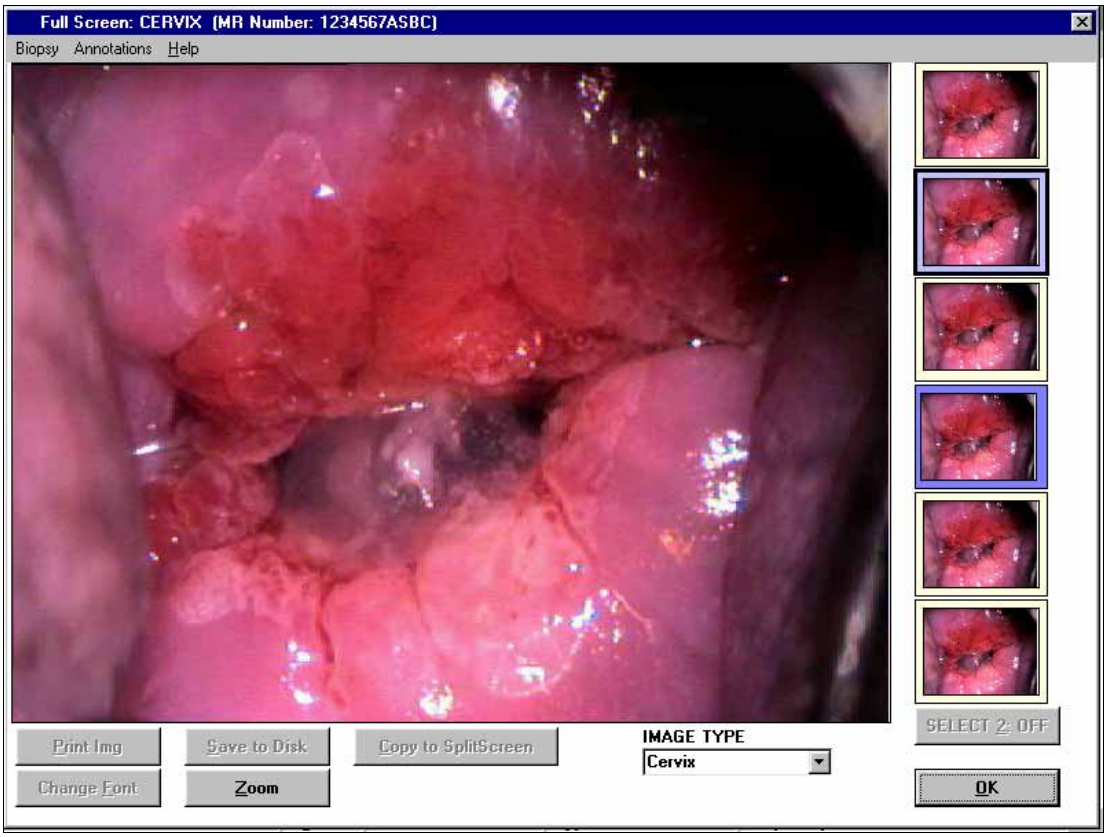

Fig. 3.36

NOTE: **Annotations** may be applied alternately to both **First Selected** and **Second Selected** images during the same sequence. • Click on the icon to replace the image in full screen display.

Annotations may be similarly applied during the same sequence to other **Image Types** acquired in the same visit. • Click Image Type ▼ to select **Cervix, Vagina** or **Vulva** at any time to display the **Full Screen**.

Click on Annotations Menu to display Annotations choices.

- Click desired annotation feature to highlight and activate.
- Proceed with application of annotations (see following instructions).

NOTE: Annotations can be applied to Full Screen image in **Zoom** mode.

Following completion of annotation applications • Click OK to return to **Colposcopy Assessment** screen.

Click here to return to the Table of Contents

- Click OK to return to **Patient Visit Control** screen.

or

To apply annotations to the visit **graphics**:

- Click Annotate Graphics. The **Colposcopy Graphic Annotation screen will appear** (Fig. 3.37).

REMINDER: • Click Final Save File before exiting visit mode to permanently save additions or revisions of applied annotations.

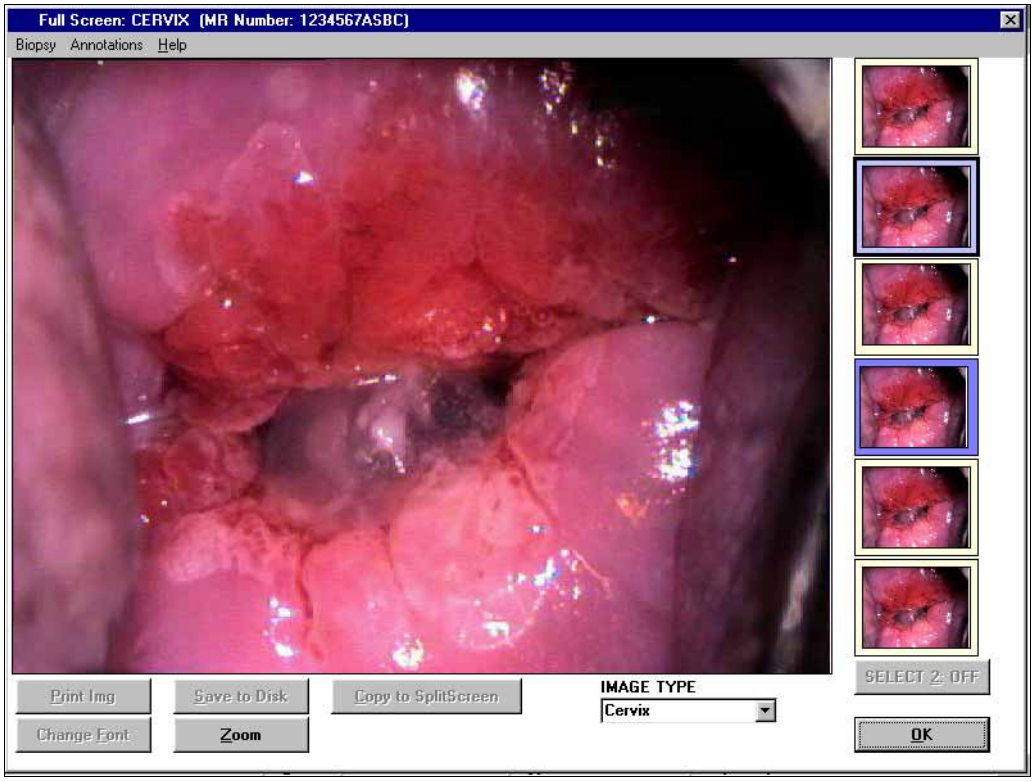

Fig. 3.37

NOTE: Annotations may be alternately applied during the same sequence to other **Graphic** and **Image Types** of the same visit. • Click Image Type : **Cervix**, **Vagina**, **Vulva** at any time to display individual **Colposcopy Graphic Annotation** screens.

- Click on desired condition Description **Code** and **Annotations** lines to highlight and activate. Proceed with application of annotations (see following instructions).

Click here to return to the Table of Contents

NOTE: Condition **Description Codes** and **Annotations** may be applied to graphics. **Only** Condition **Description Codes** can be applied to Images on this screen. Description Codes applied to images on this screen will appear on images on Colposcopy Assessment screen and on Full Screen Displays.

Following completion of annotation applications • Click OK to return to **Colposcopy Assessment** screen.

- Click OK to return to **Patient Visit Control** screen.

REMINDER: • Click Final Save File before exiting visit mode to permanently save additions or revisions of applied annotations.

To Apply Alpha/Numeric Text

- Click on **Text** on Annotation pull-down menu.

Move the mouse cursor to the desired start-point. • Click any mouse button. The **Add a New Text Label** box will appear.

A blinking prompt will be displayed in the typing box. • Type the desired text (50 character spaces maximum). The type will be black.

NOTE: Black is the **Text** Color default setting when the system is opened. • Click OK if black is satisfactory. The box will disappear and the black text will be displayed on the image.

or

- Click Text Color. The **Color** box will appear displaying a 48 basic color and 16 custom color palette. • Click on the desired color tile. A frame will appear around the tile. • Click OK. The **Color** box will disappear. The **Add a New Text Label** box will reappear. The type now appears on the screen in the selected color.

- Click OK. The box will disappear and the selected color text is displayed on the image

or

- Click Clear Text to erase to re-type. Repeat process or • Click Cancel to exit.

Repeat process to apply additional text if more than 50 character limit is required (place cursor to position text line below or to side of previous entry) or to apply additional text to other areas.

To Paint Lines and Areas

- Click on Paint on the Annotation pull-down menu. The **Set Paint Characteristics** box will appear.

Click here to return to the Table of Contents

The default Paint line width setting is 1. A sample of the line width is displayed. • Click on optional line width number (2 through 6) to select desired line width. The sample line width will change to match.

NOTE: Black is the **Paint** color default setting. • Click OK if black is satisfactory. The box will disappear. Move mouse cursor to desired point to commence painting.

or

- Click Line Color . The **Color** box will appear displaying a 48 basic color and 16 custom color pallette.
- Click on the desired color tile. A frame will appear around the tile. • Click OK. The **Color** box will disappear. The **Set Paint Characteristics** box will reappear. The sample line now displays in the selected color.
- Click OK. The box will disappear. Move the mouse cursor to desired point to commence painting.

To **Paint**, depress and hold down the mouse button until line or area is completed. Move paint line comfortably but as rapidly as possible. This will extend the paint coverage. Up to 15 individual line segments can be painted - of the same or different colors during one visit sequence.

The applied paint will disappear momentarily when painting is resumed following a line or color change. Hold the mouse button down until all the previously applied paint is refreshed and then continue.

NOTE: Following the opening sequence the selected **Text** and **Paint** color will become the default setting for the palette until the system is closed. Change as required.

To Temporarily Remove Annotations from the displayed image:

- Click Hide Biopsies. The Biopsy Sites will disappear.
- Click Display Biopsies. The Biopsy Sites will reappear.

To Erase Annotations from the displayed image:

- Click Erase Annotation . The annotations will disappear.

To **Replace Erased Annotations**. Proceed with selection and application of desired annotations.

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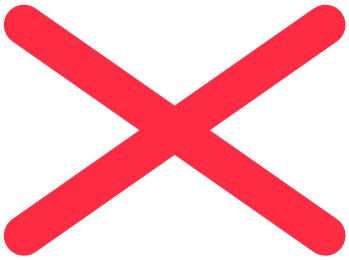
To Close the System

Return to the opening screen (See Page 2-1, Fig. 2.1)

- Click on Exit System. An icon screen will appear (Fig. 3.39)
- Click on Start. The start menu will appear (Fig. 3.40)

Fig. 3.39

Fig. 3.40



- Click on Shut Down. The Shut Down Windows box will appear.
- Click on Yes

"**It's now safe to turn off your computer**" will appear.

- Power Off the computer
- Turn off the monitor
- Turn off the printer
- Turn off other ancillaries

Fig. 3.41

Click here to return to the Table of Contents

SECTION 4

OPERATOR INSTRUCTIONS External Archiving, and Printing

Save to Disk

This feature provides the ability to save images to disk for reproduction as projection slides and hard copy prints.

- Select the desired patient. • Enter the **Patient Visit Control** screen. • Click to highlight the desired visit.

- Click on Review Visit. Menu boxes confirm that the desired visit is available for review by highlighting.

- Click on Review Images. The **Review Images** screen will appear (Fig. 4.1).

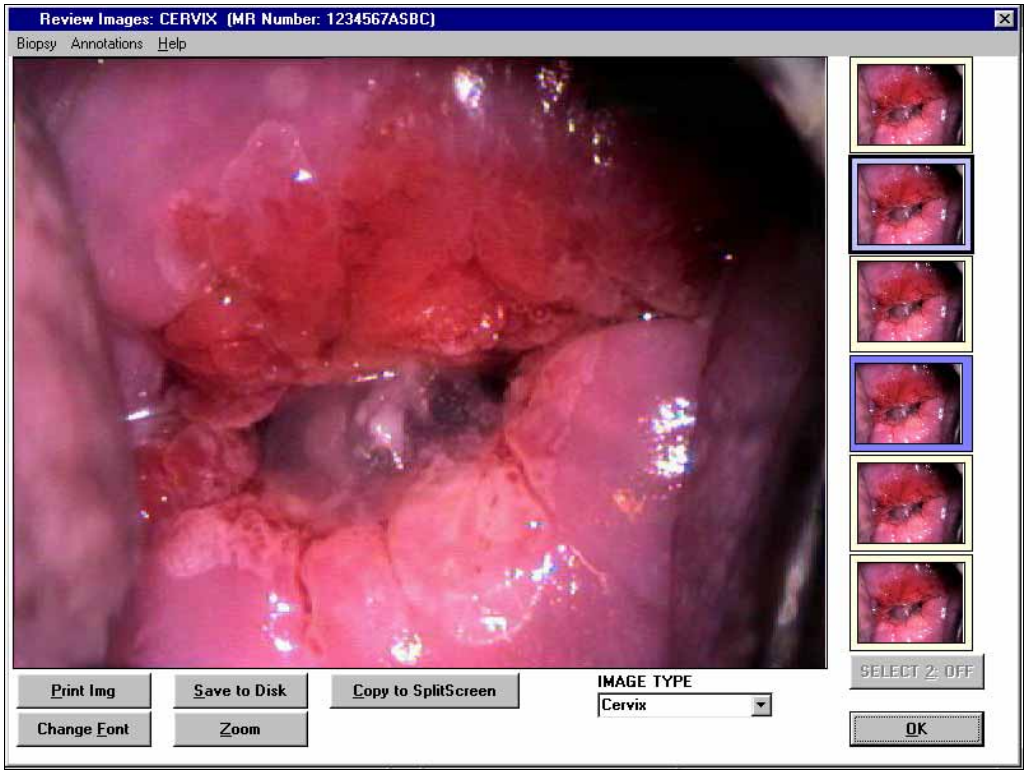


Fig. 4.1

The screen header will display the Image Type (Cervix is the default setting) and the patient MR number.

- Click on ▼ to select Cervix, Vagina or Vulva, at any time, to display the Review Images screen for each image type of that visit.

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SECTION 4

OPERATOR INSTRUCTIONS External Archiving, and Printing

Copy images from the full screen display (this is required).

- Click on any icon to replace image on full screen display.
- Insert a blank formatted disk (3½" 1.44 Mb).
- Click Save to Disk. A box will appear requesting instructions (Fig. 4.2). Click Yes to save with Annotations.
- Click No to save without Annotations.

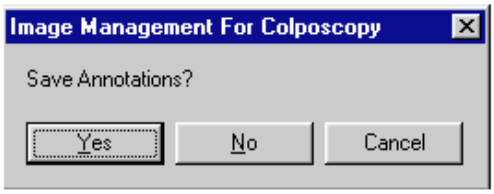

Fig. 4.2

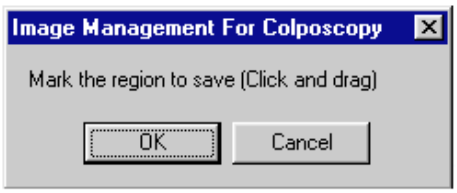

Fig. 4.3

- A marking instruction box will appear (Fig. 4.3). Click OK.

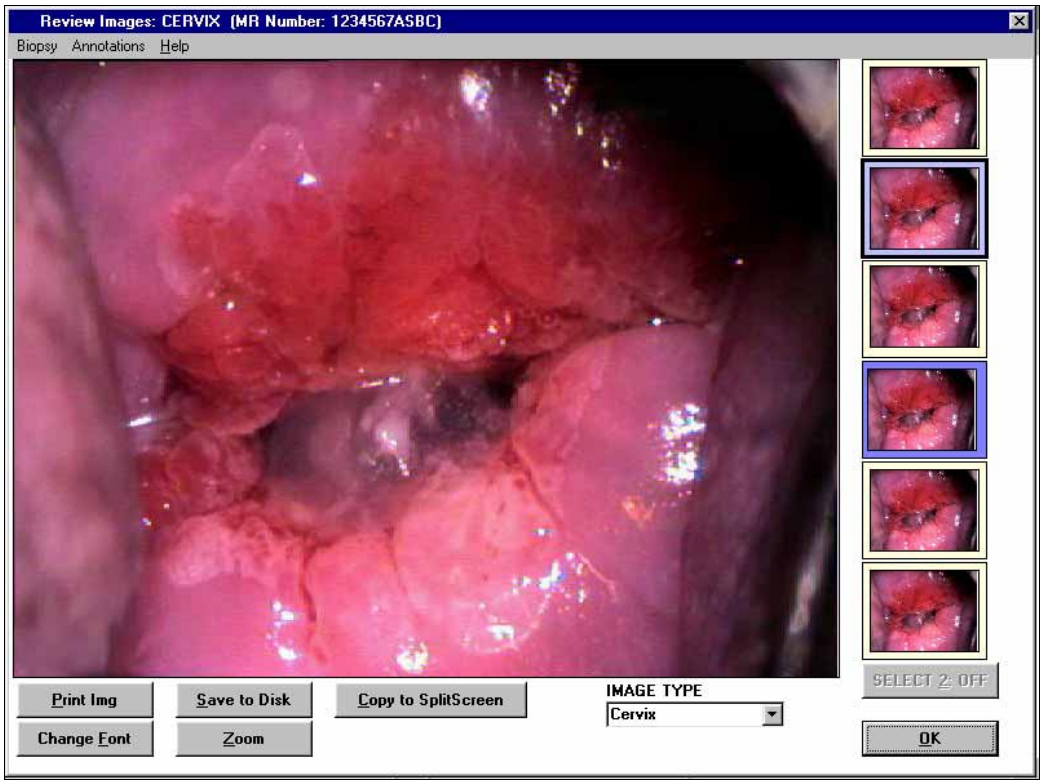

Fig. 4.4

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Place the mouse cursor in any corner of the image.

- Click and hold down. Move towards the opposite corner. A rectangular framing line will appear and expand to frame the image vertically and horizontally (Fig. 4.4).

After reaching the opposite corner, release the mouse button. The **Save As** screen will appear (Fig. 4.5). The entire enclosed area is in a frame and captured for saving to disk.

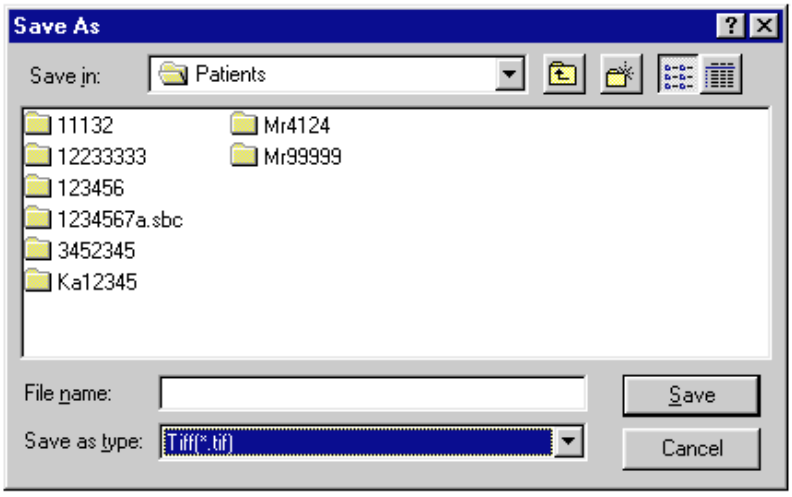

Fig. 4.5

Save to Disk (Without Compression)

Tag Image File Format is the default selection for file type. *.bmp in File Name box is highlighted. Type in file name for disk (8 characters max).

- Click on ▼ in Drives box to display drive selections.
- Click on **a:** • Click on OK . The image will be saved to the floppy disk in **Bitmap format**.

Repeat process for other images.

- Click OK when complete to return to **Colposcopy Assessment** screen or **Patient Visit Control** screen.

NOTE: Only one full screen image can be saved per disk in Bitmap format. The framing feature can be used to frame only areas of interest on the image. Depending on average image area captured, more than one image (or part thereof) can be saved to the disk.

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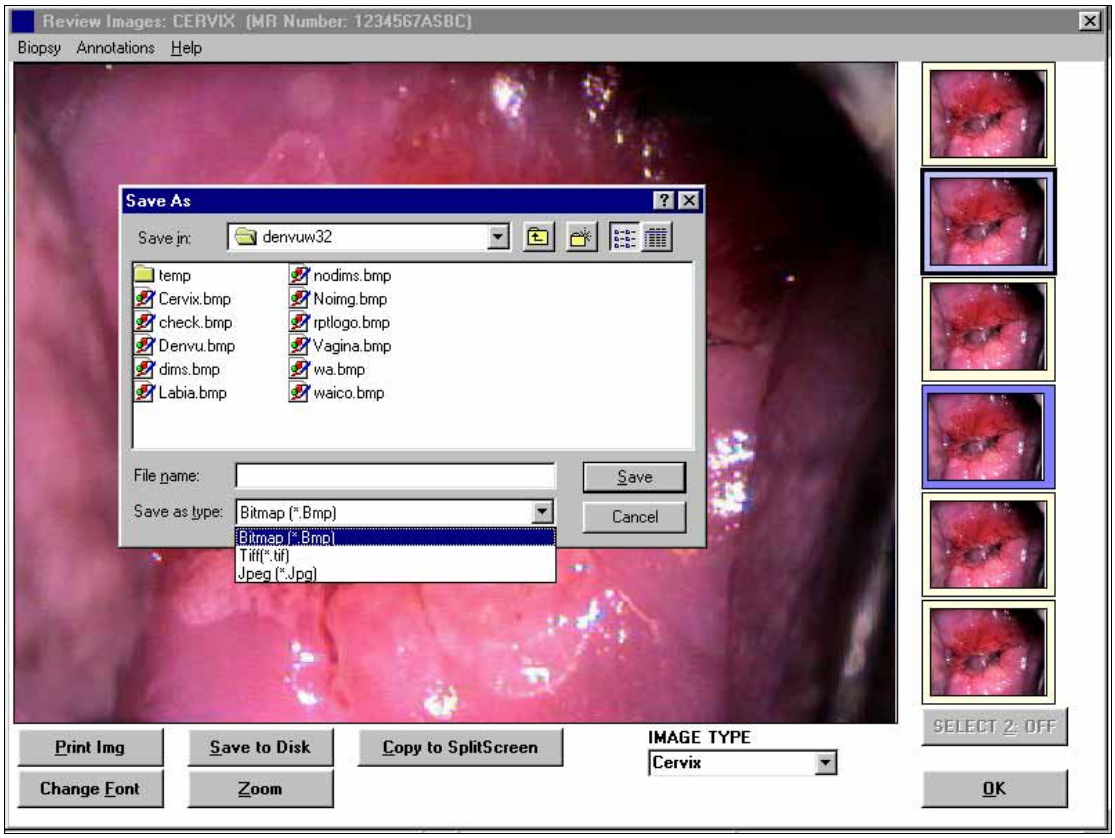
SECTION 4

OPERATOR INSTRUCTIONS External Archiving, and Printing

Save to Disk (With Compression)

To capture and compress images (or parts thereof) to maximize disk storage capacity, following the completion of framing, the **Save As** screen will appear (Fig. 4.5).

- Click ▼ on Save file as type: box. The multiple-choice menu will appear (Fig. 4.6).



Figs (4-5 and 4-6)

- Click JPEG (*JPG). Enter File name (8 characters max).
- Select Drive a: • Click on OK . The image will be compressed and saved to the floppy disk in JPEG format.

Repeat process for other images.

- Click OK when complete to return to **Patient Visit Control** screen.

NOTE: Depending on color and composition, twenty five to sixty full screen images can be saved per disk in JPEG format. Using the framing feature to frame only area of interest, considerably more can be saved.

The image compression ratio has been factory preset to provide compression recovery with no discernible loss of colposcopic image information.

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SECTION 4

OPERATOR INSTRUCTIONS External Archiving, and Printing

Print

This features provides the ability to print images on line with the system printer.

- Select the desired patient. • Enter the **Patient Visit Control** screen. • Click to highlight the desired visit.
- Click on Review Visit. A message box will appear confirming that the desired visit is available for review.
- Click on Review Images. The **Review Images** screen will appear (Fig. 4.7).

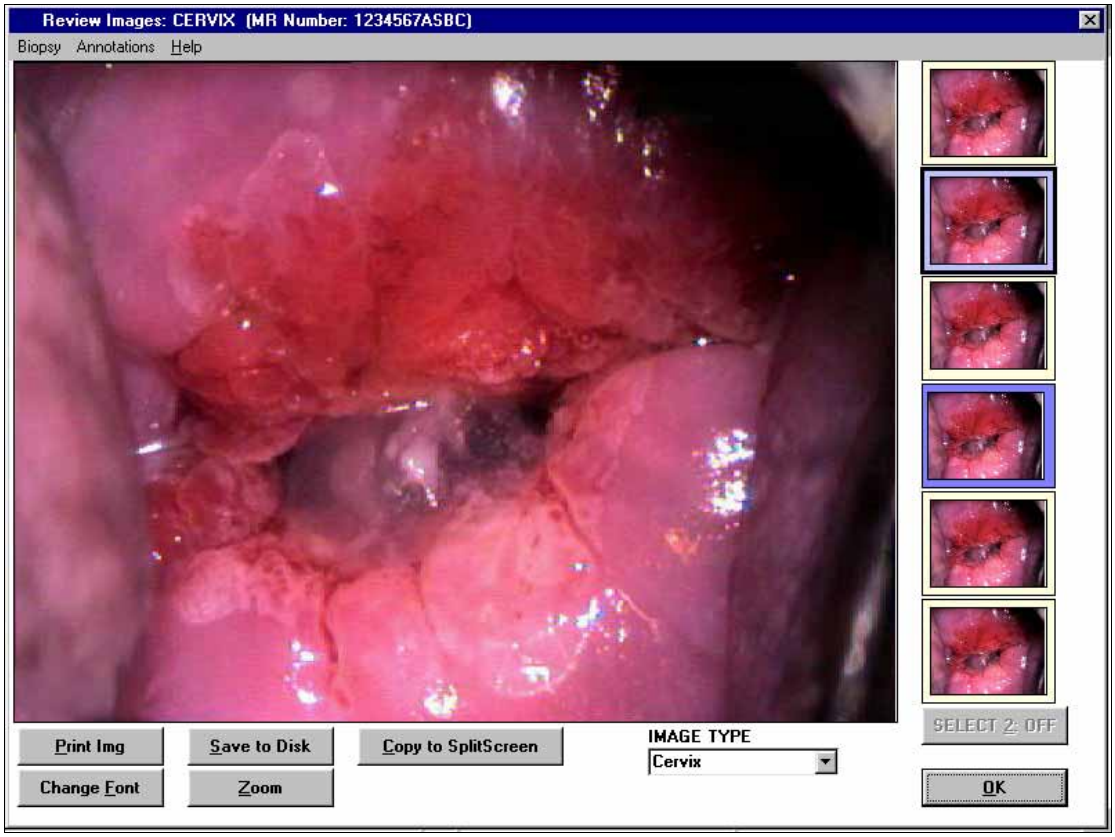

Fig. 4.7

The screen header will display the Image Type (Cervix is the default setting) and the patient MR number.

- Click on ▼ Cervix, Vagina or vulva, at any time, to display the Review Images screen for each image type of that visit.

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OPERATOR INSTRUCTIONS External Archiving, and Printing

Print images from the full screen display (this is required).

- Click on any icon to replace image on full screen display.

- Click Print Image. A box will appear requesting instructions (Fig. 4.8). Click Yes to Print Patient Name and Data. Click No to print without Patient Name and Data. A box will appear requesting instructions (Fig. 4.9). Click Yes to print with annotations. Click No to print without annotations.

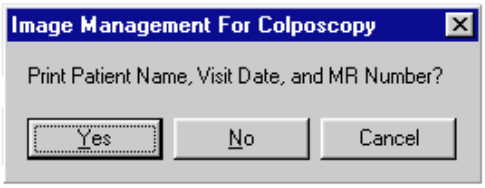

Fig. 4.8

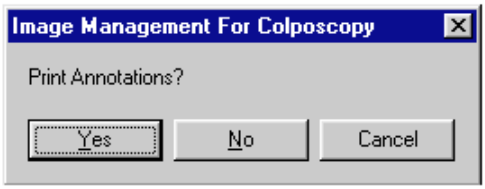

Fig. 4.9

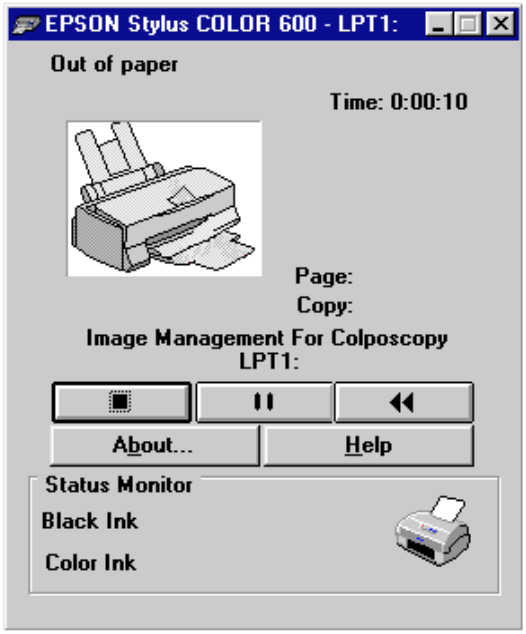

Fig. 4.10

- Click on screen anywhere **outside** the printer box. The box will disappear - printing will continue.

- Select and load other images to repeat process. Printing will continue automatically to completion of all requests.

  or

- Click on OK to return to the **Patient Visit Control** screen.

NOTE: The Welch Allyn Image Management System has been programmed to instruct the printer to produce prints at 1440 DPI using High Quality Ink Jet paper. Color values have been set at factory for colposcopy standards. Please refer to the included printer operators manual for a variety of printing options.

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SECTION 4

OPERATOR INSTRUCTIONS External Archiving, and Printing
Reports & Forms

The **Laboratory Test Pending Report** feature provides the ability to produce a complete and current report, at any time, of outstanding laboratory test results for all patients on file.

The input data for this report is automatically generated from Visit entries to the LABORATORY AND TREATMENT INFORMATION screen for PATHOLOGY RESULTS, LABORATORY TESTS AND TREATMENTS. All "DONE: RESULTS PENDING" entries to Pap Smears, ECC, Cervical, Vaginal and Vulvar Biopsies, HPV and Cervical Tests, and Pathology and Margins Results of Treatments of the Cervix, Vagina and Vulva.

Subsequent entries of results through the Update Lab Results feature will become a permanent part of the visit record. The result entries will automatically delete the corresponding item from the **Laboratory Test Pending Reports**.

The report can be generated for visual review on the system screen and/or by printing.

To Access and generate the report:

- Click on File (at the top left corner of the **Opening** screen). A six line menu will appear.
- Click on Lab Test Report . The **Lab Test Report** screen will appear (Fig. 4.12).

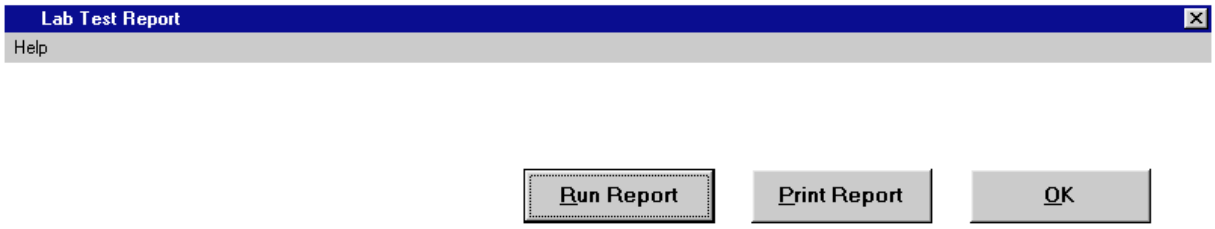

Fig. 4.12

- Click Run Report. The report will display on the screen, sequentially numbered in order of date, earliest first.

	Patient	MR Number	Date			
1	Susanna Smith	1234567ASBC	03/25/1999	Cervical Pathology: 3/25/99		
2	Andrew Bergstrom	MR99999	03/25/1999	ECC: 3/25/99		
3	Andrew Bergstrom	MR99999	03/25/1999	ECC: 3/25/99		

Fig. 4.13

- Click on > at lower right corner and hold down to scroll to display all report columns. Click < and hold down to reverse scroll.
  - Click ▼ at lower right to display patient lines stored below the screen display.
  - Click ▲ to reverse display.
- Click Print Report . The report will be printed in date order alphabetical by patient last name and will include all columns and the current date (Fig. 4.13).

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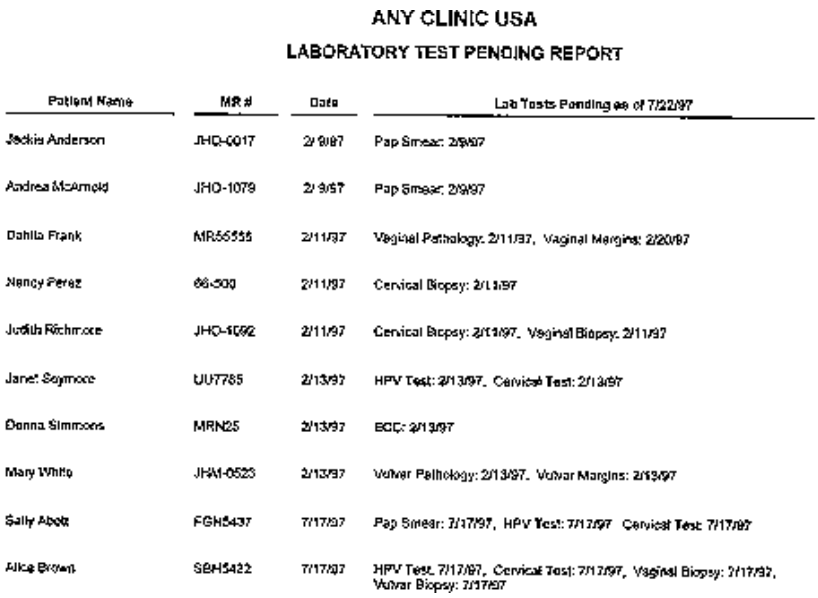

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LABORATORY TEST PENDING REPORT

Patient Name	MR #	Date	Lab Tests Pending as of 7/22/97
Jackie Anderson	JHO-0017	2/ 9/97	Pap Smear: 2/9/97
Andrea McArnold	JHO-1079	2/ 9/97	Pap Smear: 2/9/97
Dahlia Frank	MR55555	2/11/97	Vaginal Pathology: 2/11/97, Vaginal Margins: 2/20/97
Nancy Perez	66-500	2/11/97	Cervical Biopsy: 2/13/97
Judith Richmore	JHO-1092	2/11/97	Cervical Biopsy: 2/11/97, Vaginal Biopsy: 2/11/97
Janet Seymore	UU7785	2/13/97	HPV Test: 2/13/97, Cervical Test: 2/13/97
Donna Simmons	MRN25	2/13/97	ECC: 2/13/97
Mary White	JHM-0523	2/13/97	Vulvar Pathology: 2/13/97, Vulvar Margins: 2/13/97
Sally Abott	FGH5437	7/17/97	Pap Smear: 7/17/97, HPV Test: 7/17/97 Cervical Test: 7/17/97
Alice Brown	SBH5422	7/17/97	HPV Test: 7/17/97, Cervical Test: 7/17/97, Vaginal Biopsy: 7/17/97, Vulvar Biopsy: 7/17/97

Fig. 4.14

- Click OK to exit mode.

REMINDER: Enter Clinic name in **Full Clinic Name** box on **System Setup Information** screen to print at head of form (See Page 1-2, Fig.1.2).

SECTION 4

OPERATOR INSTRUCTIONS External Archiving, and Printing

Colposcopy Procedure Form

This feature provides the ability to print Colposcopy Procedure Forms for each of the Cervix, Vagina and Vulva (Fig. 4.17)

This report will include up-to-date patient data to and including the date of report generation.

Data Includes:	Data Source	Page No.
Patient Name, SSN#, MR# Residence and Work Telephone numbers Referring Clinician Age	Patient Information Screen	2-3
Visit Date, Colposcopist, Other Coloposcopists	Visit History (Patient Visit Control Screen	2-6
Colpo Reason	Follow-up Visits Lab & Treatment Information screen	2-26 2-24
Gravidity, Pregnancies, Abortions HIV Status, Last Menstrual Period Pregnancy Status, Tobacco History Birth Control Methods, DES Exposure Allergies, Total # Social Partners Age 1st Intercourse	Visit Data	2-10
HPV Status Last 3 Most Severe Pap Smears Previous ECC, Biopsy, Treatment Pathology & Margins Most Recent Pap Smear, Biopsy, ECC	Patient History Lab & Treatment Information Screen	2-18 2-24
Colposcopy Adequacy, Impression Lesion Size, Surface Contour Notes, Images, Biopsy Sites RCI Score	Colposcopy Assessment screen	3-4
Annotated Graphics	Colposcopy Graphic Annotation screen	3-13
Follow-up Visit, Follow-up Visit Type Medication, Notes	Lab & Treatment Information screen	2-24

The specimen Cervix form and data are presented to illustrate the features. Data, Images and Annotations are not representative of actual practice.

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SECTION 4

OPERATOR INSTRUCTIONS External Archiving, and Printing

To Print

- Select the desired patient. Enter the **Patient Visit Control** screen. • Click to highlight the desired visit.

- Click Review Visit . Menu boxes will become highlighted confirming that the desired visit is available for review

- Click Print Forms .

The print window will appear. · Double Click on 1 in copies box to highlight and type over for number of copies required (if more than 1 is required).

- Click OK .

The images and graphics of each of the forms to be printed will be displayed briefly.

The printer status window will appear and printing will begin automatically.

- Click anywhere outside the printer status box. The box will disappear. Printing will continue.

- Repeat selections and printing instructions for other patients and visit. Printing will continue automatically to completion of all requests

  or

- Click on OK to return to the Patient Visit Control screen.

NOTE: The Welch Allyn Image Management System has been programmed to instruct the printer to produce prints at 1440 DPI using High Quality Ink Jet paper. Color values have been set at factory for colposcopy standards. Please refer to the included printer operators manual for a variety of printing options.

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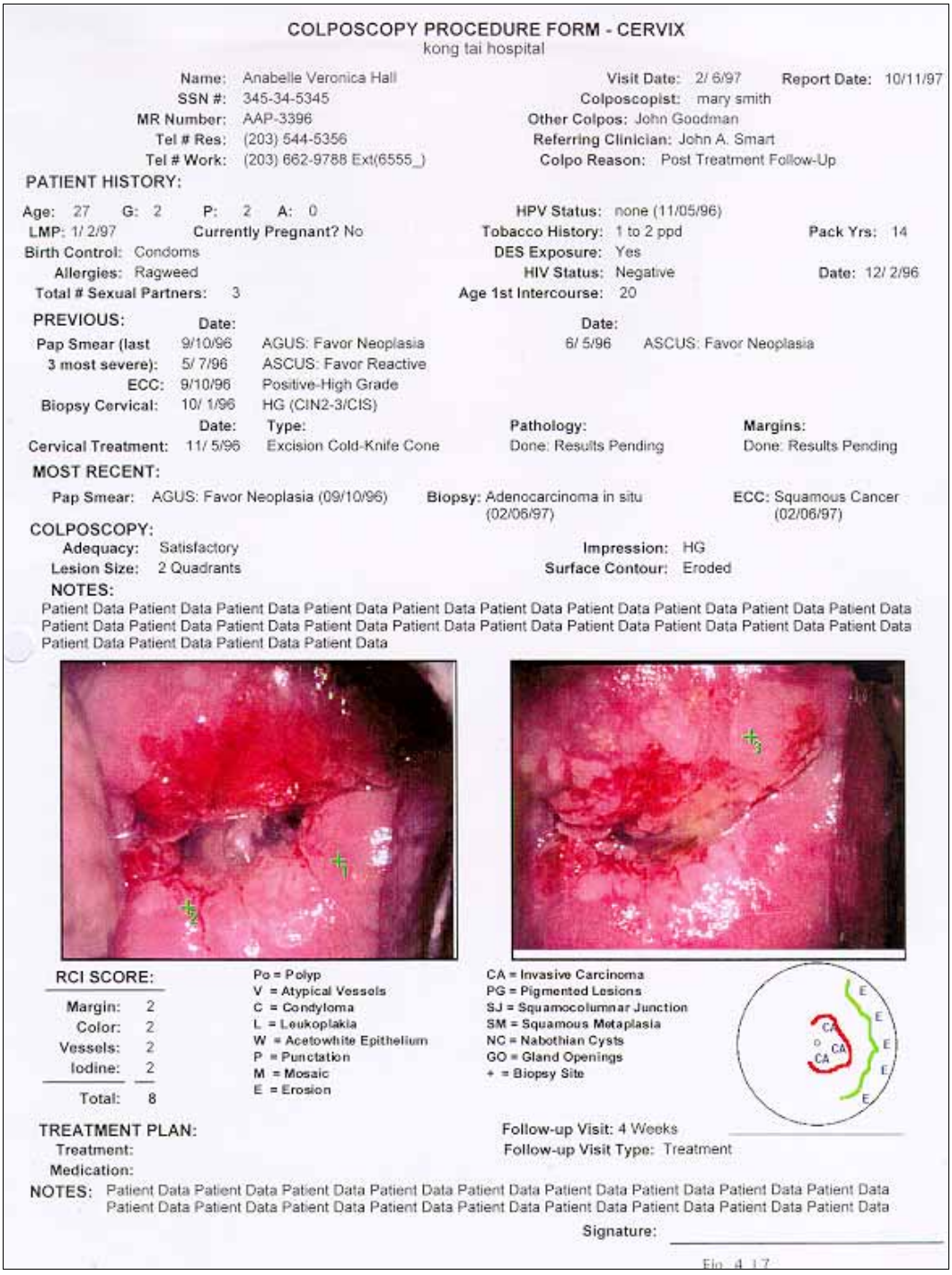
SECTION 4

OPERATOR INSTRUCTIONS External Archiving, and Printing



COLPOSCOPY PROCEDURE FORM - CERVIX
kong tai hospital

Name: Anabelle Veronica Hall
SSN #: 345-34-5345
MR Number: AAP-3396
Tel # Res: (203) 544-5356
Tel # Work: (203) 662-9788 Ext(6555_)

Visit Date: 2/ 6/97 Report Date: 10/11/97
Colposcopist: mary smith
Other Colpos: John Goodman
Referring Clinician: John A. Smart
Colpo Reason: Post Treatment Follow-Up

PATIENT HISTORY:

Age: 27 G: 2 P: 2 A: 0
LMP: 1/ 2/97 Currently Pregnant? No
Birth Control: Condoms
Allergies: Ragweed
Total # Sexual Partners: 3

HPV Status: none (11/05/96)
Tobacco History: 1 to 2 ppd Pack Yrs: 14
DES Exposure: Yes
HIV Status: Negative Date: 12/ 2/96
Age 1st Intercourse: 20

PREVIOUS:	Date:		Date:	
Pap Smear (last 3 most severe):	9/10/96	AGUS: Favor Neoplasia	6/ 5/96	ASCUS: Favor Neoplasia
	5/ 7/96	ASCUS: Favor Reactive		
ECC:	9/10/96	Positive-High Grade		
Biopsy Cervical:	10/ 1/96	HG (CIN2-3/CIS)		

	Date:	Type:	Pathology:	Margins:
Cervical Treatment:	11/ 5/96	Excision Cold-Knife Cone	Done: Results Pending	Done: Results Pending

MOST RECENT:

Pap Smear: AGUS: Favor Neoplasia (09/10/96) Biopsy: Adenocarcinoma in situ (02/06/97) ECC: Squamous Cancer (02/06/97)

COLPOSCOPY:

Adequacy: Satisfactory
Lesion Size: 2 Quadrants
Impression: HG
Surface Contour: Eroded

NOTES:
Patient Data Patient Data

RCI SCORE:

Margin:	2
Color:	2
Vessels:	2
Iodine:	2
Total:	8

Po = Polyp
V = Atypical Vessels
C = Condyloma
L = Leukoplakia
W = Acetowhite Epithelium
P = Punctation
M = Mosaic
E = Erosion

CA = Invasive Carcinoma
PG = Pigmented Lesions
SJ = Squamocolumnar Junction
SM = Squamous Metaplasia
NC = Nabothian Cysts
GO = Gland Openings
+ = Biopsy Site

TREATMENT PLAN:
Treatment:
Medication:

Follow-up Visit: 4 Weeks
Follow-up Visit Type: Treatment

NOTES: Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data Patient Data

Signature: _____

Fig. 4.15

Fig. 4.17

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SECTION 4

OPERATOR INSTRUCTIONS External Archiving, and Printing

Visits to Arrange Reports

The **Visits to Arrange Report** feature provides the ability to produce a complete and current report, at any time, of patient visits remaining to be scheduled.

The input data for this report is automatically generated by entries to the Follow-Up Visits Section in the Laboratory and Treatment Instruction screen (Pages 2-26 and 2-33).

To access and generate the report:

- Click on File (at the top left corner of the **Opening** screen). A six line menu will appear.
- Click on Visit Report . The **Visits to Arrange Report** screen will appear, Fig. 4.16.

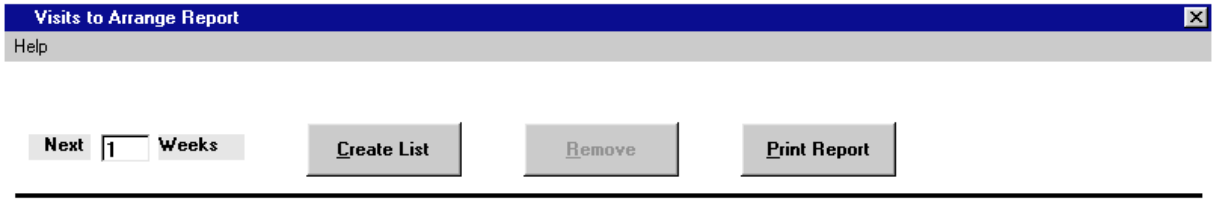

Fig. 4.16

1 is the default for Next Number of Weeks to review. If acceptable, • Click on Create List. If not acceptable, click on 1 to highlight, then enter desired number of next weeks to review.

- Click on Create List . The complete report of all visits to arrange within the entered number of "Next Weeks" will appear (Fig. 4.17).

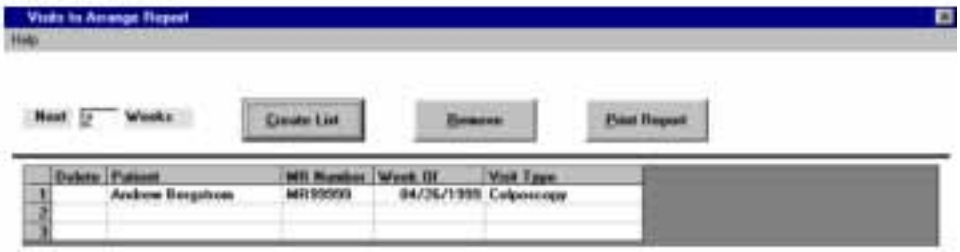

Fig. 4.17

The report will be displayed on the screen including all the "Visits to Arrange" within the number of weeks entered from the date of the report.

The Patient's name, MR Number and Visit type for each will be listed. The visits will be displayed and sequentially numbered in order of the week to be scheduled, earliest first. The date will be the Monday of that week.

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OPERATOR INSTRUCTIONS External Archiving, and Printing

- Click on Print Report to print report. The print window will appear. · Click OK .

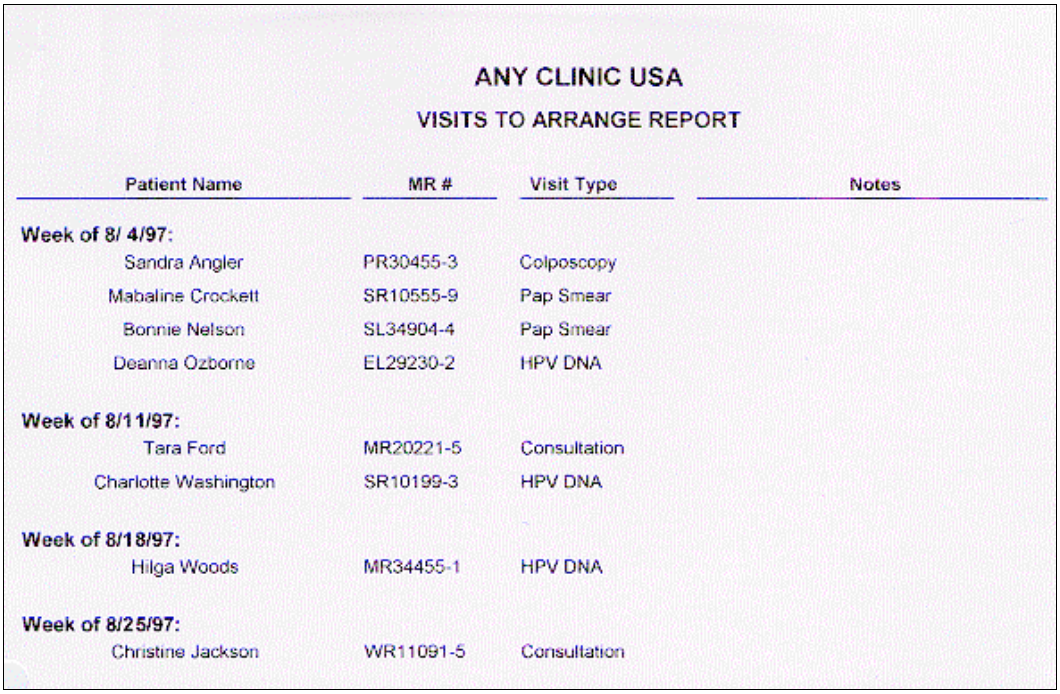
The printer status window will appear and printing will being automatically.

- Click anywhere outside the printer status box. The box will disappear. Printing will continue until the report is complete (Fig. 4.18).

To Delete visits to be scheduled:

- Click on Visit Line under Delete to mark delete visit/patient.
- Click on Remove to delete all marked Visits and Patients from **Visits to Schedule Report**.
- Click OK to exit mode.

NOTE: The Welch Allyn Image Management System has been programmed to instruct the printer to produce prints at 1440 DPI using High Quality Ink Jet paper. Color values have been set at factory for colposcopy standards. Please refer to the included printer operators manual for a variety of printing options.



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VISITS TO ARRANGE REPORT

Patient Name	MR #	Visit Type	Notes
Week of 8/ 4/97:			
Sandra Angler	PR30455-3	Colposcopy	
Mabaline Crockett	SR10555-9	Pap Smear	
Bonnie Nelson	SL34904-4	Pap Smear	
Deanna Ozborne	EL29230-2	HPV DNA	
Week of 8/11/97:			
Tara Ford	MR20221-5	Consultation	
Charlotte Washington	SR10199-3	HPV DNA	
Week of 8/18/97:			
Hilga Woods	MR34455-1	HPV DNA	
Week of 8/25/97:			
Christine Jackson	WR11091-5	Consultation	

Fig. 4.18

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DIMS Mail

This feature provides the ability to send patient records and receive patient records from compatible systems by:

-Floppy Disk
-Direct Modem Connection
-email

The patient records will consist of one or more visits and can include all or the two selected images acquired during each of the visits.

To access the feature, • Click on **File Transfer** located at the top left of the Opening Screen (page 1-1, fig 1-1) under the WELCH ALLYN IMAGE MANAGEMENT SYSTEM header. A two-line selection box will appear (fig 4.30)

fig 4.30

To **Send** or **Receive** records, • Click on Send/Receive Records. The **Transfer Patient Records** screen will appear. (fig 4.31)

fig 4.31

To Send Records **by** Floppy Disk -
or Direct Modem Connection
or email

- Click on File or Modem or e-mail in the Send Records To….box

The **Select Patient Records To Send** screen will appear. (fig 4.32)

The entire list of patients stored in the DIMS primary system will be displayed in alphabetical order by last name. • Click on 6 at lower right of names list and hold to advance scroll. • Click on 5 at upper right to reverse scroll.

- Click on the desired patient name to highlight for selection. The corresponding medical record (MR) number will be displayed. All the visit records for that patient will be displayed including the time and date of each visit. • Click on the desired visit(s) to highlight for selection.

- Click on **Selected** ⊙ in the Images box to include only the two Selected Images acquired during the desired visit(s) or • Click on **All** ⊙ to include all the images acquired during the desired visits. The Send button will become activated.

fig 4.32

Note: All steps taken to this point to send records by Disk, Modem, or email are identical.

To Send Records by Floppy Disk

- Insert a blank formatted disk (3 1/2" 1.44Mb)
- Click on Send and the Select The Name of the Archive File screen will appear. (fig 4.33)

fig 4.33

The MR number of the Selected Patient will appear in the File name box. Change the file name if necessary. ● Click 6 on the Save in box to display the pull down menu. Click on 3 ½ Floppy [A:]

- Click on Save

The selected Patient visit(s) will be saved to the floppy disk.

Note: All the visits selected will be saved to the floppy disk under the one patient file name.

To Receive Patient Records from a Floppy Disk

- Enter the **Transfer Patient Records** screen (fig 4.31)
- Insert the Floppy Disk received
- Click on File in the Receive Records From….box

The Select Transfer File to Open Screen will appear (fig 4.34)

fig 4.34

All the Patient File Names included in the disk will be displayed.
Each Name will contain all the selected visits.

- Click on the desired File Name to highlight
- Click on Open. The **Transfer Patient Records** screen (fig 4.31)will appear including the message **"Database Update Complete."** The selected File Name will have been imported to the **Transfer File**.

Repeat the process until the desired number of Patient File names have been imported to the **Transfer File**.

To Review Patient Records in the Transfer File

- Enter the opening screen
- Click on **File Transfer**
- Click on **Review Transfer Records**

The Select Patient button at the lower right corner will change to Select Patient from Transfer File.

Click on Select Patient from Transfer File.

The **Select Patient** screen (fig 4.35) will appear including the **Transfer Patient Select List** Directory.

fig 4.35

To **Find** and **Select or Delete a patient**, follow the same instructions provided in the Welch Allyn Image Management System primary system (pg 2-4) for these functions.

- Click on the desired patient name to highlight and select
- Click on Select Patient

The **Patient Visit Control** screen will appear (fig 4.36)

fig 4.36

- Click on the desired visit to highlight
- Click on Review Visit

To **Review** the selected visit(s) follow the instructions provided in the Welch Allyn Image Management System primary system (pg 2-34) for these functions.

To **Review** the visit images, print images, produce split screens, save images to disk and print forms and reports, follow the instructions provided for these functions earlier in this same section. (section #4)

To Send Patient Records by Direct Modem Connection

Note: for Direct modem communication, the receiver's system must be set in the Waiting for Call mode.

Enter the **Transfer Patient Records** screen

- Click on Modem in the Send Records To….box
- The **Select Patients Records To Send** screen will appear
- Click on the desired patient name and visit(s) to highlight for selection
- Click on ⊙ for **"Selected"** or **"All"** images
- Click on Send

The **Welch Allyn Image Management System MAIL Address Book screen** will appear. (fig 4.37)

fig 4.37

[To **Add, Edit and Delete** data from the Welch Allyn Image Management System MAIL Address Book, see instructions on page 4-20]

- Click on the Name to highlight and select as receiver of the **Direct Modem** transmission
- Click on OK

The **Transfer Patient Records** screen will appear including a communication status message **"Connecting"** followed by the Zmodem Upload box (fig 4.38)

fig 4.38

When transmission is complete, the Transfer Patient Record box will appear including the following sequence of messages -

"Transfer successful"
"Disconnecting"
"Modem Idle"

The record will have been successfully transmitted to the receiver's **Transfer File**.

Note: For Direct Modem communication, the receiver's system must be set in the Waiting for Call mode.

To Receive Patient Records by Direct Modem Connection

- Enter the **Transfer Patient Records** screen
- Click on Modem in the Get Records from….box
  "**Waiting for call**" message line will appear in the lower left corner of the screen

The message line will change to "**answering**" once the sender has completed dialing.

The **Zmodem Download** screen displaying the progress of the file transmission will appear (fig 4.39)

fig 4.39

When transmission is completed the **Transfer Patient Records** screen will appear including the message "**Database Update Complete**"

The **Patient Records** will have been imported into the Transfer File.

To **Review Patient Records** in the **Transfer File**, refer to instructions on page 4-16.

To Add, Edit and Delete Data from the DIMS Mail Address Book

To Add data to the Welch Allyn Image Management System Mail Address Book

- Click on New The blank **Edit Address Book Entry** screen will appear (fig 4.40)

fig 4.40

- Enter the data as required. Use the Tab key to progress.
- Click OK when complete. The **Welch Allyn Image management System Mail Address Book** will appear including the newly entered data.

To Edit data in the Welch Allyn Image Management System Mail Address Book

- Click on the data line to highlight and select.
- Click on Edit. The **Edit Address Book Entry** screen will appear displaying the selected line data.
- Edit as required.
- Click on OK when complete. The **Welch Allyn Image Management System Mail Address Book** will appear including revised data.

To Delete data from the Welch Allyn Image Management System Mail Address Book

- Click on the data line to highlight and select.
- Click on Delete and the selected line will be deleted.

To Send Patient Records by email

Enter the Transfer Patient Records screen

- Click on E-Mail in the Send Records To….box
- The **Select Patients Records To Send** screen will appear
- Click on the desired patient name and visit(s) to highlight for selection
- Click on ⊙ for "**Selected**" or "**All**" images
- Click on Send

The **Welch Allyn Image Management System MAIL Address Book** screen will appear. (fig 4.37)

fig 4.37

[To **Add, Edit and Delete** data from the **Welch Allyn Image Management System MAIL Address Book**, see instructions on page 4-20]

- Click on the Name to highlight and select as receiver of the email transmission
- Click on OK

The **Transfer Patient Records** screen will appear.
The Patient Record will have been transmitted by email.

To Receive Patient Records by email

- Enter the **Transfer Patient Records** screen
- Click on E-Mail in the Get Records From….box

The Records Available for Viewing screen will appear (fig 4.41)

fig 4.41

- Click on Get E-Mail

The system will retrieve and display all new records received by email. New records along with any remaining records previously received will be displayed in order of date and time received.

- Click on the desired record to highlight and select for export to the **Transfer File**
- Click on Open

The **Transfer Patient Records** screen will appear including the message "**Update Database Complete**"

The selected record will have been copied to the **Transfer File**

Repeat the process until the desired number of records have been copied to the **Transfer File**

To Delete records:

Click on the desired record to highlight and select.
Click on Delete and the record will be deleted
Click on Cancel to exit. The **Transfer Patient Records** screen will appear.

To **Review Patient Records** in the **Transfer File**, refer to instructions on page 4-16.

DIMS INTERACTIVE TELECOLPOSCOPY

This feature provides the ability to transmit and receive images and related assessment data between remotely located system sites. The **Interactive** mode allows both the **Sender** and **Receiver** to simultaneously view the same images, observe each other's mouse cursor movements, mark and erase biopsy sites and complete and exchange image assessments. Up to six participants can apply color-coded biopsy site markers to each image and can complete and add assessments. Biopsy site markers can be viewable or blind.

To Use Interactive Telecolposcopy

The examining Colposcopist must be registered identically in the user directory of both the **Welch Allyn Image Management System Primary System** and the **Telecolposcopy** section.

To Add New Users to the Telecolposcopy Directory

- Enter **Welch Allyn Image Management System Telecolposcopy** from the Desk Top - the **Select User** Screen will appear
- Click ▼ on the user name line
  >>**New User**<< will appear
- Click on >>**New User**<<
  The **New User Name** box will appear
- Click in box and type new user name
- Click OK . The Select Biopsy Color box will appear
- Click ⊙ under **Mark** to select user number and color
- Click OK to return to **Telecolposcopy** screen

Note: User names entered to Telecolposcopy user directory must correspond exactly to the same user name entered as Colposcopist in the Welch Allyn Image Management System primary system.

To Delete Users

Access the Select User screen

- Click ▼ to display user directory
- Click on name line to select for deletion
- Click on Delete
  The selected name will be deleted

To Edit User numbers and color codes

Access the Select User screen

- Click as required to effect changes
- Click OK when complete to return to **Select User** screen
- Click OK when complete to return to **Telecolposcopy** screen

OPERATOR INSTRUCTIONS External Archiving, Printing and Transmission

Names will be automatically entered to the Telecolposcopy directory during a **new** visit when the **Consultation** command is executed or can be manually added. The colposcopist will also be identified as Number1with Orange color biopsy site marker for the new visit.

The **First Receiver** of a new visit should be registered in the Telecolposcopy directory and identified as Number 2 with Green color biopsy site markers.

Transmit - before a visit is completed

Note: The designated Receiver must be properly logged in and set in the Answer Mode. See page 4-14.

- Complete the exam process - return to the **Patient Control** screen (Fig. 4.60). **Do not execute the Final Save File command**.

Fig. 4.60

- Click Consultation
  A dialogue box will appear requesting confirmation that all answers and biopsy site markers are satisfactory.
- Click No to return to the **Patient Visit Control** screen to make corrections

or -

- Click Yes to proceed with **Interactive Telecolposcopy**

OPERATOR INSTRUCTIONS External Archiving, Printing and Transmission

The patient visit data, including all images will be automatically saved to the **Welch Allyn Image Management System Primary System** directory and copied to the **Transfer File**.

The **Welch Allyn Image Management System Interactive Telecolposcopy** screen will appear.

The **Welch Allyn Image Management System Interactive Telecolposcopy** screen will appear (Fig. 4.61) including the **Telecolposcopy Address Book** and the two selected images of the cervix, vagina and vulva (or as may have been acquired during the visit). To add, edit, delete, data in Address Book, see page 4-8.

Fig. 4.61

Click on the desired name to highlight and select as designated Receiver.
Click OK . Communication with the selected Receiver will be automatically initiated. The data line at the bottom left will display "Making Connection". When connection is established, the data line will change to "Connected" and the images will be overmarked Ø confirming that the Receiver does not already have these selected images (Fig. 4.62).

Fig. 4.62

Click on the check box ✔ of each image to be transmitted. The Send Data button will become activated.
Click Send Data . The Zmodem Upload box (Fig. 4.38, p. 4-6) will appear and display the progress of the selected data transmission. The data line will change to Sending Zmodem.

When transmission is completed, the data line will change to Transfer Successful. The image overmarks Ø will disappear.

The selected images and related cervical assessment will have been transmitted to and received by the designated Receiver.

DIMS Interactive Telecolposcopy - con't

Receive a Sender's New Visit

Following notice from the Sender to prepare for receipt of data -

Enter Windows Desk Top.
Double click on DIMS Interactive Telecolposcopy.
The DIMS Interactive Telecolposcopy screen will appear (Fig. 4.63), including the Select User box.
Select or enter User name and set as User number 2 with Green color.

fig. 4.63

Click on Answer . The data line at the bottom left will display "waiting for call".
During the course of connection (initiated by Sender) the data line will change to "answering". When connection is completed the data line will change to "connected".

Following the Sender's execution of the Send Data command, the data line will change to "receiving Zmodem". The Zmodem download box (Fig. 4.39, p. 4-7) will appear and display the progress of transmission.

When transmission is completed, the data line will change to Database Update Complete. The images selected by the Sender will appear in "Thumbnail" form.

The selected images and related cervical assessment will have been received and copied to the Receiver's Transfer File.

DIMS Interactive Telecolposcopy - con't

Transmit from the Primary System or Transfer File Directories at any time

Enter Windows Desk Top
Double click on DIMS Interactive Telecolposcopy
The DIMS InteractiveTelecolposcopy screen will appear (fig. 4.61)

Note: Patient Visit Data transmitted before a visit is completed or at any time from the Primary System Directory (using the Copy to Consult feature) will be automatically copied to the Transfer Directory. These record copies will remain in the Transfer Directory until deleted.

Click Copy to Consult to select and transmit Patient visit data from the Primary System Directory
-or-
Click Open Record to select and transmit Patient visit data from the Transfer File

The Select Patient Record (Primary System) or (Transfer File) will appear (fig. 4.32).
The entire list of patients stored in the chosen directory will be displayed in alphabetical order by last name.

Click on ▼ at lower right of names list and hold to advance scroll.
Click on ▲ at upper right to reverse scroll.
Click on the desired patient name to highlight for selection.
The corresponding medical record (MR) number will be displayed. All the visit records for that patient will be displayed, including the time and date of each visit.

Click on the desired visit to highlight for selection.
Click OK . All the selected images acquired during the visit will be displayed.
Click Call . The Telecolposcopy Address Book will appear (fig. 4.61, p.4-12).
Click on the desired name to highlight and select as designated receiver.
Click OK . Communication with the designated Receiver will be automatically initiated. The data line at the bottom left will display "Making Connection". When connection is established, the data line will change to "Connected" and the images will be overmarked Ø confirming that the Receiver does not already have these selected images (fig. 4.62, p4-12).

Click on the check box ✔ of each image to be transmitted. The Send Data button will become activated.

Click Send Data . The Zmodem Upload box (fig. 4.38, p.4-6) will appear and display the progress of the selected data transmission. The message line will change to Sending Zmodem.

When transmission is completed, the data line will change to Transfer Successful. The image overmarks Ø will disappear.

The selected images and related cervical assessment will have been transmitted to and received by the designated Receiver.

DIMS Interactive Telecolposcopy - con't

Biopsy Sites and Assessments

Following simultaneous display of images on Sender and Receiver systems -
Both Sender and Receiver have the ability to interactively:

- Display images in actual size
- Mark, Hide, Delete, Renumber and Save Biopsy Site Markers

Display and review images in full screen size
View, Complete and Transmit Assessments

Display Images in Actual Size
Click on any "Thumbnail" image to display in actual size. Existing biopsy site markers will appear in orange color, sequentially numbered in the order of application. Biopsy site markers may exist on one or both images of each type (cervix, vagina, vulva).

The Total Biopsies box will be displayed in the Sender's color, including a number representing the total number of existing biopsy markers on the one or two images.

Mark Biopsy Sites
Click Mark Biopsy . The button will turn to red.
Move the mouse cursor to the desired point.
Click the mouse button. A sequentially numbered biopsy site marker will appear on both systems. The numbering sequence will be for the same color (ten maximum for each image class).

Hide Biopsy Sites
Click Hide Biopsy . All the displayed biopsy sites will temporarily disappear.
The button will change to Show Biopsy
Click Show Biopsy to restore the hidden biopsy site markers.

Delete Biopsy Sites
Click on Erase Biopsy . The button will turn red.
Move the mouse cursor to the general area of the biopsy marker(s) to be deleted.
Click and hold down. As the mouse is moved, a flexible rectangular framing line will appear. Continue the movement until the selected markers are within the frame.
Release the mouse button. The framed markers will be deleted.
The Total Biopsy box number will simultaneously change on both systems to display the remaining totals of each color, respectively.

Note: One or more biopsy site markers, of all colors, can be deleted at one time.

Renumber Biopsy Sites
Following deletion, the remaining biopsy site markers will lose their sequential numbering.
Click Renumber Biopsy
The sequential numbering will be restored to biopsy markers of all colors.

Save Biopsy Sites
Click Save Biopsies
Final Biopsy Site numbers and positions will be saved to the Transfer Files of both systems, along with the images and related assessments.

DIMS Interactive Telecolposcopy - con't

Assessments

The Colposcopy Assessment (cervix only) if completed during the colposcopy visit, will be automatically transmitted to the Receiver, along with the related images. The Receiver can view the Sender's assessment form and also complete an assessment form for the same image(s) and transmit to the Sender for viewing. All assessment forms can be edited and will be retained in the transfer files of both the Sender and Receiver, when saved before exiting from the Interactive mode.

For the Receiver to view the Sender's Assessment or for the Receiver to complete and Transmit an Assessment:
Click Assessment . The Colposcopy Assessment: Cervix screen will appear (fig. 4.64)

fig.4.64

The Biopsy Color box will display the Receiver's color and number and the bottom line will display:
The Patient's MR number and Age The Visit Date & Time The Reviewer's (Receiver's) Name
The Assessment section will be blank.

Click Image 1 or Image 2 to display in full screen size. Existing biopsy site markers will appear.
Click on the displayed image to return to the Assessment screen.

The Receiver can proceed to Complete the Assessment and Transmit to the Sender
-or-
The Receiver can view the Assessment sent by the Sender.

For the Receiver to Complete and Transmit an Assessment to the Sender -
Complete the Assessment section
Click Send Assessment
The Zmodem Upload box (fig. 4.38, p. 4-6) will appear and display the transmission progress.
When transmission is completed, the data line will change to Transfer Successful.

For the Receiver to Review the Sender's Assessment:

Click Review Other Assessments - the Review Other Assessments box will appear (fig. 4.65).

Fig. 4.65

Click on the examining Colposcopist's name (No.1).
The Assessment screen will appear, including the Colposcopist's Assessment (fig. 4.66).

Fig. 4.66

The Biopsy Color box will display the Colposcopist's color and total number of biopsies. The data line will display the Examining Colposcopist's name.

Click Image 1 or Image 2 to display in full screen size. Existing biopsy site markers will appear.
Click on the displayed image to return to the Assessment screen.

SECTION 5

OPERATOR INSTRUCTIONS **Assembly, Adjustments and Maintenance**

Camera/Image Adjustments

The Welch Allyn Image Management System for Colposcopy system has been factory-set with certain Camera values. These values may require adjustment to compliment local operating conditions including colposcope lighting characteristics, as well as ambient lighting.

To Adjust the Camera -

Follow initial boot-up, • Click on File (at the top left corner of the screen). A six-line menu will appear. • Click on System Setup. The System Setup Information screen will appear. A prompt will appear in the System Password box. • Type the System Password. The OK box is highlighted.

- Click on Utilities • Click on Camera Setup. The **Camera Setup Information** screen will appear (Fig. 5.1).

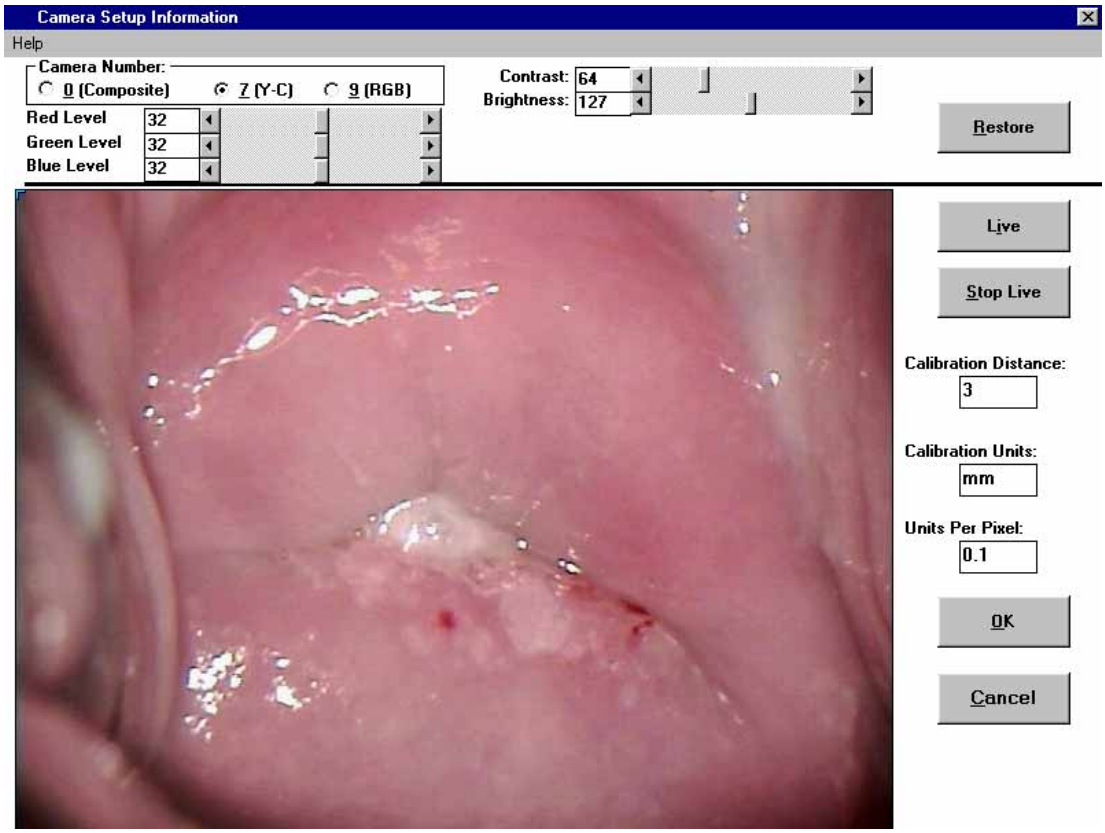

Fig. 5.1

The image and adjustment features will be live.

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SECTION 5

OPERATOR INSTRUCTIONS **Assembly, Adjustments and Maintenance**

The pre-set camera type selection is 7(Y-C)
Setting values are: Contrast 64 Brightness 128

Red, Green, Blue cannot be adjusted in Y-C Mode.

If Image appearance is **acceptable** -

- Click on OK or Cancel. The opening screen will appear. The pre-set values will remain.

If Image appearance requires **adjustment** -

- Click on left/right arrows to incrementally adjust values

or

- Click on hold down and move left to right to adjust values

NOTE: The camera has been manufacturer factory tested and set for Auto White Balance AWB). Correct white balance is essential and this setting may not compliment local conditions.

- Click on Restore at any time. The opening values will return.
- Click on Stop Live to freeze Image.
- Click on Live to return to live mode.
- Click on Cancel . The opening screen will appear. The opening values will remain.
- Click on OK following adjustments. The opening screen will appear. **The adjusted values will become the new standard settings**.
- Click on Restore at any time. The opening values including the camera type selection will return.
- Click on Stop Live to freeze Image.
- Click on Live to return to live mode.
- Click on Cancel . The opening screen will appear. The opening values will remain.
- Click on OK following adjustments. The opening screen will appear.

The **adjusted values** including the changed **camera type** selection will become the new **standard** setting.

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System Date and Time Maintenance

NOTE: For reliable operations the Welch Allyn Image Management System date and time should be maintained on a bi-monthly basis.

To access the time and date, click on Exit System on the opening screen, double click on the numeric clock display in the bottom right corner of your screen.

NOTE: If this display is not there, refer to **Displaying the Clock** at the end of these instructions.

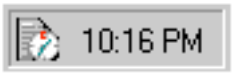
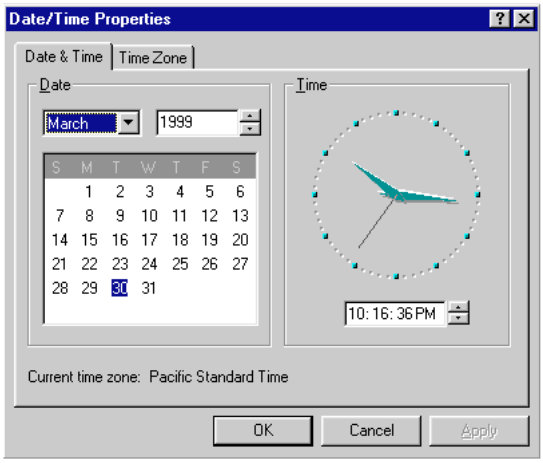


Fig. 5.2

The **Date/Time Properties** window will appear.



NOTE The clock may not be active during other setting changes. Review the time once again and adjust if necessary after all Time/Date settings are set.

Fig. 5.3

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Changing the Time

To change hours, minutes or second, double click on the appropriate number in the numeric block display (Fig. 5.4) located in the right hand side of the window. The number will highlight and you can now type in a new number.

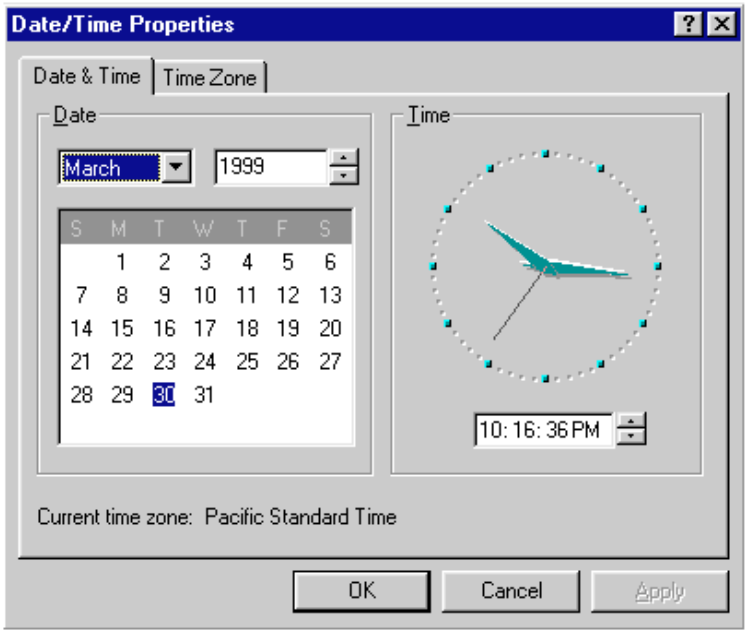

Fig. 5.4

To change between AM and PM, click on ▲ ▼ located next to the numeric clock display.

Changing the Year

To change the year, click on ▲ ▼ to run the years up or down.

Changing the Month

To set the current month, clock on ▼ next to the month displayed. A pull down menu will appear listing all twelve months. Select the current month by clicking on it.

Changing the Day/Date

The system calendar has been preset for each month of the displayed year. To change the current day/date, click on the current day on the calendar.

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Changing the Time Zone

Enter the time zone page of the Date/Time Properties window by clicking on Time Zone located at the top left side of the window. The time zone page will appear (Fig. 5.5).

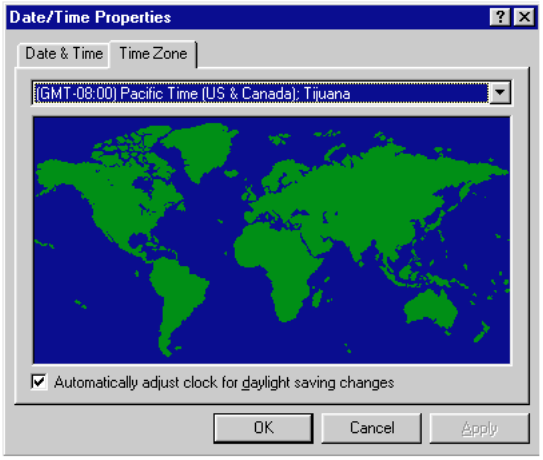

Fig. 5.5

To change the time zone, click the region on the displayed map to highlight your system location. The time zone description will appear in the header above the map. To verify your time zone selection, click ▼ at the right end of the header. A pull down menu will appear.

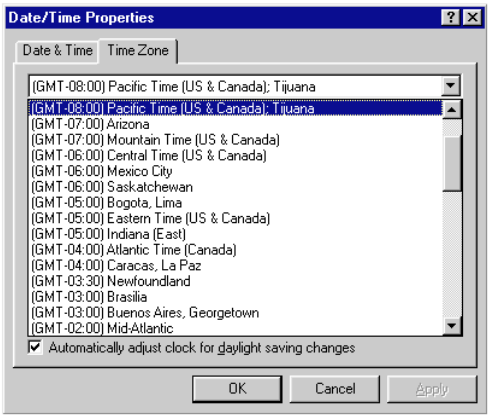

Fig. 5.6

- Click on your time zone to highlight and set it. The scroll bar to the right indicates there are more selections available than are displayed. Click ▲ to scroll up and ▼ to scroll down.

Once the time zone is set, verify that the automatic daylight feature at the bottom left corner, below the map is set ✔. Following time zone verification return to the Date/Time Properties window (Fig. 5.2, Page 5-3) and confirm all settings .

REMINDER: The clock may not have been active during certain setting changes. Review the time once again and adjust if necessary.

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Install Settings

- Click on OK . The system is now set with all the entered settings. The Windows 95 icon screen will appear.

Before proceeding with system use. Proceed as follows:

- Click on Start , a pull up menu will appear, click on Shut Down , a dialog box will appear.

To continue with system use, click on Restart the Computer and click on Yes . The system will reboot in the Welch Allyn Image Management System mode.

or

To close the system, click on Shut Down the Computer and click on Yes. The system will begin the shut down sequence.

Displaying the Clock

To display your clock, click on Start located in the lower left hand corner of the Windows 95 icon screen. A pull-up menu will appear. Select Settings. A pull down menu will appear to the right. Select and click on Taskbar. The Taskbar Properties window will appear. • Click on the white box next to **Show Clock**. A check will appear ✔. • Click on OK. The Windows 95 icon screen will appear. Double click on the numeric clock display located on the bottom right corner of the screen to proceed with the **System Date and Time Maintenance**.

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